



San Mateo High School FOUNDATION

SMHSF Board Member Job Description

Intent

Board members provide direction and support in implementation of the mission, vision and goals of the Foundation to attain success.

Roles and Responsibilities of Individual Board Members

- Be familiar with the Foundations' vision, mission, programs, and bylaws
- Be knowledgeable about the goals and current challenges of San Mateo High School
- Be an advocate for the school and the Foundation within the community
- Prepare for, attend and participate in board and committee meetings
- Read and understand the Foundation's financial statements. Review and approve the budget.
- Provide financial support at a level that is personally meaningful.
- Assist with fundraising by recruiting new donors and participating in outreach activities to maintain relationships with the financial supporters of the Foundation
- Chair or participate in one or more board committees.
- Review, measure and evaluate performance of the Executive Director on an annual basis

Orientation

Upon acceptance as a full voting member of the board, the new member will receive an orientation from the Executive Director, which includes background, programs and operations of the Foundation.

Time Commitment

Must be willing to contribute 4-6 hours per month for Board activities, including board meetings and trainings, committee meetings and major events. Board meetings are held monthly with no meetings in December, June or July. Must serve on at least one committee.

Term of Office

Board member's period of service is 2 years. Term begins on June 1st. Board members can be elected to serve up to 3 successive terms, not to exceed 6 years.