



Effective 10/24/2018

Board of Directors Roles and Responsibilities

The Adams 12 Five Star Education Foundation contributes to the improvement of the overall quality of life in our community through investments in educational services and programs to assist Adams 12 students in achieving their full potential.

Through our partnership with the district and community we support programs that provide students with the skills and experiences needed to succeed in today's world.

Responsibilities of a Board Member include the following:

- Determine and support the Foundation's mission and purpose. Be knowledgeable about the Foundation's purpose, strengths and needs.
- Establish strategic direction including goals and establish broad policies that enable the Foundation to fulfill its stated purpose.
- Be responsible for the fiscal and legal health of the Foundation.
- Regularly and consistently attend board meetings per current Foundation By-laws.
- Serve on Board standing committees and serve on ad-hoc committees as necessary.
- Strengthen the organization's financial base by actively participating in development and fundraising efforts; and by personally contributing meaningfully in keeping with individual resources.
- Be willing to volunteer and use individual expertise at a level that will enhance the organization.
- Be an ambassador and advocate for the organization with relevant community constituencies that will help the Foundation build its visibility and connections that can be used for future collaborations, funding and/or sponsorships.
- Strengthen the organization by recruiting board members, volunteers and other advocates.
- Provide guidance to and evaluate the Executive Director.
- Identify, declare, and act appropriately regarding conflicts of interest.
- Annually complete Individual Board Member Self-Assessment.