

Board of Directors Job Descriptions

President:

The President is responsible for conducting the affairs of the Foundation in a manner consistent with the policies and directives of the Board of Directors. He or she presides at all meetings of the Board of Directors, and may serve as a member of all committees of the Foundation. The President prepares agendas for meetings of the Board. The President is the official representative of the Foundation.

Vice President:

In the absence of the President, the Vice President presides at meetings of the Board of Directors. In the event that the President is unable to serve, the Vice-President shall assume the office of the President of the Foundation. The Vice-President assists the President in any reasonable manner to carry out the directives of the Board of Directors. The Vice President may represent the foundation at the request of the President.

Treasurer:

The Treasurer shall receive, safeguard, disburse and account for all funds of the Foundation and deposit and invest them in such banks, investments, or other depositories the Board of Directors designates. The Treasurer shall prepare and submit such accounting and tax forms as may be required by local, state, and federal law. The Treasurer and President establish a proposed annual budget to be voted on by the Board.

Secretary:

The Secretary gives notice of meetings and records such proceedings in the minutes. The Secretary shall distribute copies of meeting minutes to the Board in a timely manner. He or she is responsible for the general correspondence of the organization and safekeeping of all documents. The Secretary reviews the policies of the Board and recommend changes. The Secretary may represent the foundation at the request of the President.

Subcommittee Chair:

Convene committee meetings, keep records of committee meetings and activities, inform the President of committee business, present committee reports to the Board in a timely manner, identify committee goals, provide leadership in transition to a new chair. Establish subcommittee budget and confer with the school district to establish priorities. Plan and organize subcommittee fundraisers.

Director/Member:

Assist officers in overseeing the health and direction of the Foundation. Attend board meetings, participate in strategic planning, serve as a resource to the officers, promote the Foundation's mission, and participate in fundraising and community building efforts. Fulfill basic duties and obligations of board members outlined previously.

Community Representative

MEF strives to include all stakeholders in our community in our planning, deliberations, and activities. Representatives from community partners are encouraged to attend meetings, give reports to the board, and contribute to discussions and activities. Community representatives are not voting members of the Board of Directors. Community representatives may include but are not limited to:

- Moreland School District Representatives
- Board of Trustees Representatives
- Student Representatives
- Corporate and Community Representatives
- Parent groups