Board Member Expectations

OUR MISSION

The mission of the Westfield Education Foundation is to work alongside Westfield Washington Schools and the Westfield community to empower and invest in our students and staff.

OUR VISION

The Westfield Education Foundation will grow and provide resources that enrich and enhance teaching and learning in Westfield Washington Schools.

Charge of the Board

1. Determine the mission and purposes of the WEF organization
2. Select and evaluate the performance of the Executive Director
3. Develop and approve the strategic plan, goals and objectives of the organization 4. Ensure the organization has adequate resources, financial and other, to achieve its fiduciary and financial management goals
5. Perform its legal responsibilities and protect the assets of the organization
6. Fundraising and resource development
7. Approving and monitoring WEF's organization's programs and services
8. Enhance WEF's public image by networking and building relationships on behalf of the Foundation
9. Assess the Board's performance as the governing body of WEF

Specific Duties of the Board of Directors

Human Resources

1) Board membership (which includes recruiting new board members and building relationships with existing board members);
2) Executive Director Oversight (which includes hiring, terminating, and ongoing evaluation of the Executive Director by the Executive Committee);
3) Personnel Policies (which includes providing policy guidance, addressing salaries, benefits and grievance procedures as recommended by the Executive Committee);
4) Assess Additional Staffing Needs (paid and volunteer) including setting policies (as recommended by the Executive Committee);
5) Diversity & Inclusion Initiatives (which includes developing and documenting internal policies and developing best practices for recruiting and retaining board and committee members, and staff representing a wide array of backgrounds and experiences).

Planning

1) Craft and review the organization's mission, vision, and goals;
2) Plan and fine-tune a strategy for the organization's future, both long and short-term; 3) Develop, plan and implement new offerings, programming, and other mission-aligned initiatives;
4) Evaluate the organization's operations on a regular basis

Finance and Fundraising

1) Ensure proper financial oversight, including checks and balances, exist and implement best

practices for the organization;

2) Participate in annual budget review, development and approval;

3) Manage and maintain the assets and investments of the organization;

4) Assist the organization in fundraising activities to meet annual budget goals. Fundraising includes ticket sales, sponsorships, grants, cash and in-kind donations;

5) Make an annual individual cash contribution to WEF to achieve 100% board member giving.

Outreach and Community Relations

1) Ensure the organization's activities align with the needs of the community;

2) Help market the organization's services/programs;

3) Support ongoing public relations initiatives and serve as a capable spokesperson and advocate for the organization within the community;

4) Community Collaboration (from time-to-time, serve in an external capacity with other community organizations to address county-wide needs).

Fiduciary Responsibilities

1) Ensure the organization is acting in an appropriate manner in day-to-day operations; 2) Ensure the Board is acting in the best interest of the organization and is following its bylaws; 3) Ensure the organization is structured in a way that best serves the organization; 4) Ensure all Board Members are being held to the same standards and are fully meeting their responsibilities;

5) Ensure the organization and its Board Members are meeting all accepted accounting guidelines and local, state and federal requirements regarding its finances;

6) Ensure the organization and its Board Members are complying with all local, state and federal laws.

Duties of Board Members

1) Board Members must attend at least 80% of the Board Meetings throughout the year. 2) Board Members need to prepare for, attend, and conscientiously participate in board meetings 3) Board Members must faithfully read and understand the organization's financial statements 4) Board Members need to share with WEF important community developments to keep WEF's Board Members and ED informed and build awareness

5) Board Members must be familiar with the organization's mission, policies, programs and needs and have a demonstrated interest in serving on the Board

6) Board Members must show a willingness to attend and actively participate in all WEF's events throughout the year. If Board Member is unable to attend, advance notice of absence must be given to fellow Board Members and ED.

7) Board Members must have a willingness to serve as an active advocate and ambassador for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for WEF to advance its mission.

8) Board Members must have a willingness to recruit and leverage connections, networks, and resources to develop collective action to fully achieve WEF's mission

9) Board Members must participate in the annual giving campaign, meeting the WEF's give / get expectation of a "meaningful gift" to WEF and/or $2,000 getting of donations.

10) Board Members must actively call on others to participate and support WEF's Annual Campaign.

11) Board Members must participate fully in one or more committees.

Term

Three years, renewable. Two-term limit.

Resignation

Resignations shall be stated in writing to the President of the Board of Directors.

Non-Partisan Board

The Westfield Education Foundation is a Non-Partisan Board. We shall not support or oppose any political party or any candidate. The WEF does not take positions on individual issues, rather welcomes and supports all Westfield Washington Schools' students and staff to excel in education and develop life-ready skills for the betterment of their future and our Westfield community.

The WEF Committees

- Executive Board
- Finance
- Fundraising / Development
- Governance
- Marketing
- Scholarships and Grants