The City Honors/Fosdick-Masten Park Foundation
Board Member - Position Description

Qualifications:
• Commitment to the organization and its purpose
• Time available for meetings and preparation for meetings
• Willing to listen to all sides with an open mind before making decisions
• Ability to abide by the will of the majority, respect the rights of the minority and be positive in support of decisions made by the board.

Responsibilities:
• Attend and participate in meetings (reviews and comments on minutes and reports) and special events; if you must be absent notify the secretary in advance
• Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
• Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
• Be alert to community concerns that can be addressed by the Foundation’s mission, objectives, and programs.
• Help communicate and promote the Foundation’s mission and programs to the school community.
• Become familiar with the Foundation’s finances, budget, and financial/resource needs.
• Understand the policies and procedures the Foundation.
• Financially support the Foundation in a manner commensurate with one’s ability.
• Promote the right of all members to be heard, so all information and effects of any action can be considered prior to a vote

Time Required:
• Approximately 10 hours per month on average
• Attend monthly board meetings
• Attend major functions
• Assist with fundraising
• Participate in board development activities

Length of commitment
Three (3) years and may be appointed to successive terms