

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