



## **BOARD PRESIDENT JOB DESCRIPTION (2024-25 Fiscal Year)**

### **Overall Roles and Responsibilities**

The Board President is responsible for providing leadership to the board of directors and staff in support of the mission, values, and strategic goals of the San Mateo-Foster City Education Foundation ("the organization"). The Board President will primarily be responsible for setting the direction and policy of the organization to best achieve the organization's mission and goals.

### **Responsibilities**

The Board President's specific responsibilities include:

- Oversee monthly Board and bi-weekly Executive Committee meetings
- Work in partnership with the Executive Committee and staff to ensure board resolutions are carried out
- Call special meetings if necessary
- Appoint all committee chairs, and with the Executive Committee, recommend who will serve on committees
- Serves *ex-officio* as a member of committees and can attend meetings
- Prepare the agenda for board meetings
- Conduct new board member orientation and strategic planning
- Oversees staff annual performance evaluation and salary
- Work with the governance committee to recruit new board members
- Help guide and mediate board actions with respect to organization priorities and governance concerns
- Act in partnership with the Executive Director as spokesperson for the organization
- Periodically consult with board members on their roles and helps them assess their performance