



BOARD MEMBER JOB DESCRIPTION (2020-21 Fiscal Year)

Overall Roles and Responsibilities

The Board Member is responsible for assisting the Board President in leading 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 Member will primarily be responsible for helping to lead the organization to achieve its mission and goals.

Responsibilities

The Board Member's specific responsibilities include:

- Regularly attend monthly board meetings and important related meetings
- Make serious commitment to participate actively in committee work
- Volunteer for and willingly accept assignments and complete them thoroughly and on time
- Stay informed about committee matters, prepare themselves well for meetings, and review and comment on minutes and reports
- Get to know other committee members and build a collegial working relationship that contributes to consensus
- Actively participate in the committee's annual evaluation and planning efforts
- Participate in fundraising for the organization