



BOARD PRESIDENT JOB DESCRIPTION (2020-21 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 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