



Board Officer Job Descriptions

Member of the Board of Directors

Mission

Mt. Diablo Education Foundation's mission is to promote excellence in the educational experience of students who attend schools governed or authorized by the Mt. Diablo Unified School District (MDUSD).

For more information, please visit the website at www.mdedf.org.

Position

The Board will support the work of Mt. Diablo Education Foundation (MDEDF) and provide mission-based leadership and strategic governance.

Specific Board Member responsibilities include:

Leadership, governance and oversight

- ❖ Serve as a trusted advisor to the President/Chair as MDEDF's strategic plan is developed and implemented;
- ❖ Review outcomes and metrics created by MDEDF for evaluating the organization's impact, and regularly measure its performance and effectiveness using those metrics;
- ❖ Submit reports as requested by due dates for board and committee meetings;
- ❖ Review agenda and support materials prior to board and committee meetings;
- ❖ Approve MDEDF's annual budget, audit reports, tax filings, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities;
- ❖ Partner with the President/Chair & other directors to ensure that board resolutions are carried out;
- ❖ Serve on at least one committee or task force;
- ❖ Attend at least one school site program annually;
- ❖ Attend at least one fundraising or community outreach event annually;
- ❖ Identify and recruit other Board Members;
- ❖ Represent MDEDF to stakeholders, acting as an ambassador for the organization;
- ❖ Ensure MDEDF's commitment to a diverse board and staff that reflects the communities.

MDEDF Fundraising

MDEDF Board Members will consider MDEDF a philanthropic priority and make annual gift(s) that reflect that priority. So that MDEDF can credibly solicit contributions from foundations, organizations, and individuals. MDEDF expects all Board Members to make an annual contribution in an amount meaningful to them.

Board terms/participation

MDEDF's Board Members will serve a three-year term to be eligible for re-appointment for two additional terms. Board Members will maintain a procedure book/electronic file of reports for the Board's and successor reference.



Board Officer Job Descriptions

Qualifications

This is an extraordinary opportunity for an individual who is passionate about MDEDF's mission and who has a track record of involvement in schools and/or community. Selected Board Members will have experience working and/or volunteering in education, business, government, philanthropy, community or the nonprofit sector. Ideal candidates will have the following qualifications:

- ❖ Professional experience with significant leadership accomplishments in education, business, government, philanthropy, community or the nonprofit sector
 - ❖ A commitment to and understanding of MDUSD students, preferably based on experience, such as working or volunteering within the MDUSD community
 - ❖ The ability to cultivate relationships and persuade, facilitate, and build consensus among diverse individuals
 - ❖ Personal qualities of integrity, credibility, and a passion for improving the education of MDUSD students
- Service on MDEDF's Board of Directors is without remuneration. Routine business expenses may be reimbursed if pre-approved.

President/ Chair

- Oversees board meetings
- Works to make sure board resolutions are carried out
- Calls special meetings if necessary
- Prepares agenda for board meetings
- Conducts new board member orientation
- Works to recruit new board members
- Acts as a spokesperson for the organization
- Periodically consults with board members on their roles and helps them assess their performance

Secretary

- Attend all board meetings
- Ensure the safety and accuracy of all board records
- Review board minutes
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- Provide notice of meetings of the board and/or of a committee when such notice is required
- Perform such other duties as may be delegated by the president or board of directors.

Treasurer

- Attend all board meetings
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand basic financial recordkeeping

- Manage the board's review of and action related to the board's financial responsibilities
- Make appropriate financial reports available to the board on a regular basis
- Present the annual budget to the board for approval and track year-to-date budget performance
- Ensure all bank account activity is accurately recorded and reconciled regularly
- Prepare checks, reviewing all receipts and invoices for accuracy and appropriateness
- Make deposits, ensuring adherence to cash custody requirements
- Present all expenses to the board for approval
- Ensure timely preparation and filing of state and federal tax returns.
- Ensure timely preparation and filing of all required state and federal non-tax filings
- Review the annual audit and answer board members' questions about it
- Adhere at all times to the board-approved financial protocols
- Perform such other duties as may be delegated by the president or board of directors.

Financial Secretary

- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Ensure that appropriate financial reports are made available to the board on a timely basis



Board Officer Job Descriptions

- Issue acknowledgements for donations to donors as contributions are received, observing legal requirements.
- Provide donor information to the marketing, fundraising and website chairmen. (Clearly mark any donors that have requested to opt-out of receiving messages or choose to remain anonymous in public reports)
- Reconcile reports with those of the treasurer for the annual year end report and audit.
- Perform such other duties as may be delegated to the financial secretary by the president or board of directors.

Vice President of Programs

- Attend all Board meetings.
- Oversees Programs Committee, convening meetings as needed.
- Recruit Committee members.
- Define program opportunities consistent with District program goals/directives.
- Liaison with applicable stakeholders when researching/sourcing program opportunities.
- Compile program options and make recommendations for approval to MDEDF Board.
- Provide regular updates to MDEDF Board.
- Perform such other duties as may be delegated by the president or board of directors.

Vice President of Fundraising

- Work with a committee, appointed by the board of directors, to plan and organize fundraising activities
- Focus on raising the amount of funds needed to meet the foundation's budget
- Liaison with applicable stakeholders when researching/sourcing fundraising opportunities.
- Present reports on proposed fundraising activities at board meetings for approval
- Assure any contracts are approved by the board of directors, signed by the president and another director, and adhere to legal and insurance requirements
 - Verify that vendors are fully covered by their own liability insurance and Workers' Compensation and obtain a copy of their certificate of insurance
 - Have vendors sign a Hold Harmless Agreement

- Delegate tasks to committee members and coordinate with the board of directors, such as publicity, donations and volunteer recruitment for fundraising events
- In selecting a fundraiser, the committee should also ensure that it:
 - Creates goodwill for the foundation
 - Does not exploit students or involve door-to-door sales by students
 - Involves no commercial or advertising obligations by the foundation as a nonprofit 501(c)(3) organization
 - Reviews District and school calendars to see what holidays and other activities are already scheduled
 - Consults with the foundation's insurance broker to determine if additional insurance is required
- Provide ongoing reports and an event evaluation to the board of directors and reconcile reports with those of the treasurer for the annual year end report and audit
- Perform such other duties as may be delegated by the president or board of directors.

Vice President of Marketing

Accomplishes business development activities by researching and developing marketing opportunities and plans.

- Achieves marketing and sales/operational objectives by contributing marketing and customer information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity and quality.
- Accomplishes marketing and sales/operational objectives by planning, developing, implementing, and evaluating advertising, merchandising and developing field action plans.
- Perform such other duties as may be delegated by the president or board of directors.

Marketing and Communications Associate

- Architect and enhance social media presences, including interacting with customers, promoting engaging content, and expanding opportunities for donations.



Board Officer Job Descriptions

- Creates marketing and social media campaigns and strategies, content ideation, and implementation schedules
- Ensures brand consistency in marketing and social media messages
- Provides training and guidance to social media and marketing team members on social media implementation best practices and strategies
- Grows and expands company social media presence into new social media platforms, plus increases presence on existing platforms including Facebook, LinkedIn, Twitter, and Instagram
- Creates and distributes engaging written or graphic content in the form of e-newsletters, web page and blog content, or social media messages

Volunteer Coordinator

Recruits and manages volunteers to support the MDUSD Education Foundation.

- Reach out to parents, guardians, community members, groups, and businesses to become impactful volunteers.
- Communicate volunteer opportunities to the community so that we may access an array of talented, caring, and relevant volunteers from different backgrounds with a diversity of skills and expertise to help support MDEDF programs.
- Communicate the processing for new volunteers to clear them to volunteer in MDUSD schools.
- Serve as a point of contact for inquiries (via phone, email, or other) from community members expressing interest or seeking more information about volunteering.
- Contribute to and maintain the database to manage volunteer information.
- Post on social media as outreach for volunteer opportunities.
- Support educators in offering volunteers when needed to enhance MDEDF programs
- Visit volunteers who are doing well and/or have a unique story to share to interview, photograph, and celebrate them and their educator partners.
- Provide regular updates to Board.