



Board of Directors Job Description

The mission of the National School Foundation Association is to provide support, training, and resources to education foundations and their leaders to maximize their success.

The Board and individual Board members are responsible for ensuring that the mission of NSFA is carried out through the Four Board Roles.

1. **Ensure Adequate Resources:** The National School Foundation Association will continue to be successful as long as it has the resources necessary to fulfill its mission and purpose. Leading by example is extremely important; each Board member is asked to
 - a. Provide expertise as needed to accomplish the goals set forth by the organization.
 - b. Join an operating committee and assist with cultivating and securing other financial resources through personal contacts.
 - c. Give a personal annual donation according to their ability (including in-kinds).
2. **Enhance Public Image:** As volunteers, board members have the opportunity to impact the public image of the Association unlike staff or formalized public relations programs. Board members are advocates for NSFA, its programs and its mission.
 - a. Assist NSFA staff by creating opportunities to present to groups.
 - b. Advocate for NSFA at every opportunity.
3. **Governance:** Board members must take care to see that NSFA programs are fulfilling the NSFA's mission and goals.
 - a. Board members assure that proper stewardship practices are in place for the resources of NSFA in order to fulfill its mission.
 - b. Board members participate in minimum of 75% of board conference calls (currently scheduled monthly.)

- c. Board members are involved in financial oversight, e.g. reviewing and approving the annual budget and reviewing financial reports and audits.
- d. Finance Committee reviews relevant information and report to the full board.
- e. Board members are involved in evaluating the NSFA Executive Director.

4. Ensure Effective Organizational Planning: Comprehensive planning is vital to NSFA's success. Board members and NSAF staff are actively involved in the strategic planning process.

- a. Board members participate in appropriate aspects of the planning process (e.g. surveys, focus groups, meetings, etc.).
- b. Participate in the Annual Board meeting where planning work is undertaken.