



15 Years of giving back to our schools

Adopted April 2023

**Great Valley School District Education Foundation
BOARD MEMBER JOB DESCRIPTION**

1. Participate in a formal new Board member orientation.
2. Serve a three-year term on the Board, with option to renew.
3. Understand the importance of why you have been asked to serve on the Board, and make your particular expertise, contacts, and resources known and accessible.
4. Attend a minimum of eight of the twelve regular Board meetings, either in person or virtually.
5. Attend special activities of the Board, including fundraising events, retreats, etc.
6. Support special events by offering your time and skills, and assistance with fundraising activities.
7. Serve on at least one Board Committee.
8. Attend the Board's annual meeting each year in May.
9. Assist in the recruitment of board members, volunteers, and committee members to augment board.
10. Make a meaningful personal financial contribution to the Foundation yearly and generate financial support from friends and others in your sphere of influence.
11. Function as a goodwill ambassador and spokesperson for the Foundation and its programs. Expand the Foundation's network through friends, relatives, and colleagues who can help meet needs in areas such as fundraising, public relations and volunteerism.
12. Duty of Care: Stay well-informed about our Foundation by carefully reading minutes of the Board meetings, financial statements, and other materials. Take seriously your legal, fiscal, and ethical responsibility as a Board member. Notice community activities and legal/political developments, etc. which may impact on our Foundation and/or its programs and bring them up at Board meetings.
13. Annually review a copy of the Foundation's tax return (Form 990) and annual financial audit.
14. Be familiar with the Foundation's bylaws.