



BOARD MEMBER POSITION DESCRIPTION

The Manor Schoolhouse Foundation's Mission is to partner with the community to provide resources, maximize innovative practices and support teaching and learning for all students in Manor ISD.

Position

The Board of Directors supports the work of the Manor Schoolhouse Foundation and provides mission-based leadership and strategic governance. While day-to-day operations are led by the Manor Schoolhouse Foundation Director, the Board-Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. **At-large Board Members are expected to serve an average of 5-7 hours per month.**

Leadership, Governance and Oversight

Specific Board Member responsibilities include:

- Serving as a trusted advisor to the MSF Director as he/she develops and implements the Manor Schoolhouse Foundation's goals and/or strategic plan
- Acting as an ambassador for the organization and exercising good stewardship of the Manor Schoolhouse Foundation on behalf of the trust placed in the organization by the general public, consumers, staff, volunteers and other stakeholders
- Approving Manor Schoolhouse Foundation's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Assisting the MSF Director and Board President in identifying and recruiting other board members
- Partnering with the MSF Director and other board members to ensure that board resolutions are carried out
- Fully preparing for, regularly attending, and actively participating in board meetings and committee assignments, including reviewing agendas and supporting materials prior to board and committee meetings
- Contributing to a regular performance evaluation of the MSF Director

Financing the Mission

Board Members will consider the Manor Schoolhouse Foundation organization a philanthropic priority and make personal annual gifts that reflect that priority. Each Board Member agrees to make a financial contribution annually to Manor Schoolhouse Foundation, at an amount that is meaningful to the Board Member. To ensure that we can credibly solicit

contributions from foundations, organizations and individuals, the Manor Schoolhouse Foundation requests that 100% of the Board of Directors commit to this contribution.

Board Terms/Participation

- Board members will commit to fulfill the responsibilities of the Manor Schoolhouse Foundation Board Member Agreement.
- Board Members will serve their first full term, in accordance with the Manor Schoolhouse Foundation Board Agreement, to be eligible for re-appointment for additional terms. Each Board Member may serve for a maximum of six years consecutively.
- Board members are expected to attend monthly board meetings.
- Board members shall serve on at least one committee.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about the Manor School House's mission and who has a track record of and/or interest board or community leadership.

Ideal candidates will have the following qualifications:

- A conscientious steward who is as interested in developing the organization and overseeing its health as they are in promoting its programs
- Committed to devote time to learn how the Manor Schoolhouse Foundation functions—its uniqueness, strengths, and needs
- Informed, available and engaged; willing to attend meetings and represent the organization or its interests at community events and within investor circles; willingness to help bring in necessary resources
- Committed to the cause and able to attract support
- Able to strengthen the organization because of the expertise they bring from their business, professional or service background
- Has an affinity for cultivating relationships and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving teaching and learning for all students in Manor ISD
- Service on the Manor Schoolhouse Foundation's Board of Directors is without remuneration, except for accommodation costs in relation to Board Members' duties.

Board Leadership Roles (Executive Committee)

Time Commitment for leadership roles is an average of 5-10 hours per month.

Board President

- Attend all board meetings
- Serve as a member of the Executive Committee
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Work in partnership with the MSF Director and the Board of Directors to lay out the strategic vision of the organization
- Oversee board and executive committee meetings
- Manage the Board of Directors to ensure board resolutions are carried out
- Call special meetings as necessary
- Coordinate MSF Director annual performance evaluation
- Work with the Board of Directors to recruit new Board Members
- Serve as an ex-officio member of committees
- Act as an alternate spokesperson for the organization
- Periodically consult with Board Members on their roles and help them assess their performance
- Oversee searches for a new MSF Director or Executive Director if necessary

Vice President of Development

- Attend all board meetings
- Serve as a member of the Executive Committee
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Chair the Development Committee, charged with oversight of fundraising and campaign development
- Work with Board to recruit new Board Members
- Assume responsibilities of the Board President in the absence of the Board President
- Perform duties and have such powers as from time to time may be assigned by the President or the Board of Directors, in accordance with Bylaws

Board Secretary

- Attend all board meetings
- Serve as a member of the Executive Committee
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- The Secretary shall keep minutes of all meetings of the Board of Directors and the annual meeting of members.
- Ensure the safety and accuracy of all board records
- Provide notice of meetings of the board and/or of a committee when such notice is required
- Perform duties and have such powers as from time to time may be assigned by the President or the Board of Directors, in accordance with Bylaws

Vice President of Programs

- Attend all board meetings
- Serve as a member of the Executive Committee
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Chair the Programs Committee, charged with oversight of program identification and implementation
- Perform duties and have such powers as from time to time may be assigned by the President or the Board of Directors, in accordance with Bylaws

Vice President of Finance & Governance

- Attend all board meetings
- Serve as a member of the Executive Committee
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Chair the Finance & Governance Committee, charged with oversight of compliance to the Bylaws and other corporate documents and in general perform all the duties incident to the office of Treasurer
- Work with MSF Director to provide monthly updates on finances
- Provide regular financial update and corrective action recommendations to the Board of Directors
- Understand financial accounting for nonprofit organizations
- Manage the board's review of and action related to the Board of Directors' financial responsibilities
- Work with the MSF Director to ensure that appropriate financial reports are made available to the board on a timely basis
- Present the annual budget to the Board of Directors for approval
- Review the annual audit and answer Board Members' questions about the audit
- Perform duties and have such powers as from time to time may be assigned by the President or the Board of Directors, in accordance with Bylaws

Vice President of Marketing & Events

- Attend all board meetings
- Serve as a member of the Executive Committee
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Chair the Marketing & Events Committee, charged with coordinating marketing and events activities by collaborating with other individuals and committees of the organization
- Perform duties and have such powers as from time to time may be assigned by the President or the Board of Directors, in accordance with Bylaws



The Manor Schoolhouse Foundation
BOARD MEMBER AGREEMENT

I understand that as a member of the Board of Directors of The Manor Schoolhouse Foundation, I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

1. I will interpret the organization's work and values to the community, represent the organization and act as an advocate.
2. I will attend board meetings, committee meetings and events. I understand that if three (3) consecutive meetings are missed, the board of directors may remove me as a member of the board.
3. I will make a personal financial contribution at a level that is meaningful to me.
4. I will actively participate in one or more fundraising activities.
5. I will participate on a committee.
6. I will act in the best interests of the organization and excuse myself from discussions and votes where I have a conflict of interest.
7. I will maintain and protect the privacy of donors, prospective donors, alumni and friends of the organization. If I suspect or become aware of any breach of confidentiality, I will notify the organization's leadership.
8. I will stay informed about the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
9. I will work in good faith with staff and other board members as partners toward achievement of our goals.
10. If I do not fulfill these commitments to the organization, I will expect the board president to call me and discuss my responsibilities with me.

In turn, The Manor Schoolhouse Foundation will be responsible to me in several ways:

1. I will be sent, without request, timely information and reports.
2. Opportunities will be offered to me to discuss with the board president the organization's programs, goals, activities and status. Additionally, I can request such an opportunity.
3. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working by offering me opportunities for professional development as a board member.
4. Called board meetings will last no longer than 1 ½ hours.
5. The Manor Schoolhouse Foundation will carry Directors and Officers Liability insurance.

Signed: _____ Date: _____

Printed Name: _____