



## **RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

### **CEF Mission Statement**

The Purpose: The Foundation is a non-profit organization formed to create awareness among the parents, businesses, the community and the general public of this progressive, growing community, that superior education must be a priority for continued success.

The Mission: The mission of the Foundation is to promote academic excellence in the Collierville Public Schools by providing educational opportunities over and above that which is funded by the regular school budget.

### **Board Member Duties**

- ❖ Help establish policies for the organization.
- ❖ Approve, review and monitor committee work plans and progress.
- ❖ Actively participate in fundraising activities with a willingness to ask for and obtain donations.
- ❖ Assist with the process of in employing an Executive Director when needed.
- ❖ Willing to Chair or Co-Chair a committee.

### **Board Attendance**

Should any member of the Board of Directors fail to attend any two (2) consecutive or three (3) in a calendar year unexcused board meetings, the Nominating Committee shall review the member's failure to attend such meetings and shall recommend to the Board of Directors whether such members shall be removed or retained.

### **Time Commitment**

- ❖ CEF requires a minimum three year commitment for all members.
- ❖ Attend 1 board meeting per month, meetings scheduled for 3rd Tuesday of ea. month @ 5 pm.
- ❖ Attend committee meetings as scheduled.
- ❖ Undertake assignments as required or assigned.
- ❖ Actively participate in special events, fundraising and other activities as needed.

### **Serving on a Committee**

All Board Members are expected to serve on a minimum of two committees annually. This will allow you, as a Board Member, to understand the needs and issues of that committee and the organization as a whole. If time does not permit you to serve on two committees, you can be excused by a majority vote of your fellow Board Members.

**Committees**

All Committee activities are scheduled on an annual basis. Four major activities are held as primary fundraising activities for the foundation. These activities include but are not limited to: Bowl-a-Thon, Teacher Appreciation Luncheon, Car Show and our Golf Tournament. All Board Members are required to actively participate in foundation fundraising activities. Other non-fundraising committees include By-Laws, Teacher Grants and Nominating.

**Agreement**

If elected as a Board Member, I agree to undertake the responsibilities outlined above. I understand my role and acknowledge the importance of the Collierville Education Foundation to our community. If, for any extended period of my term, time should prohibit me from carrying out my duties as an active Board Member, I shall inform the Board President and ask to be relieved of my position.

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**Applicant**

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**Date**

Return signed agreement to: Diane Douglas c/o Collierville Education Foundation 485 Halle Park Drive Collierville TN 38017