

THE EDUCATION FOUNDATION OF EAST STROUDSBURG (TEFES)

JOB DESCRIPTION

TIME – TALENT – TREASURE

POSITION: BOARD MEMBER

BASIC RESPONSIBILITY: TO BE A POLICY VOLUNTEER WHO SERVES IN SUPPORT OF THE MISSION AND GOALS OF TEFES.

REPORTS TO: EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS

QUALIFICATIONS:

BOARD MEMBERS SHOULD BE CHOSEN FOR THEIR INDIVIDUAL STANDING AND SHOULD POSSESS DEMONSTRATED OR POTENTIAL QUALITIES OF LEADERSHIP. A TEFES BOARD MEMBER IS A FIDUCIARY FOR THE ORGANIZATION. (A FIDUCIARY IS AN INDIVIDUAL, CORPORATION, OR ASSOCIATION HAVING DUTY TO ACT FOR ANOTHER'S BENEFIT IN A SPECIFIC AREA OF RESPONSIBILITY). AS SUCH, EACH BOARD MEMBER IS RESPONSIBLE FOR USING HIS OR HER BEST JUDGEMENT IN CONDUCTING THE AFFAIRS OF TEFES. THIS INCLUDES ATTENDING MEETINGS, BEING WELL INFORMED OF POLICY MATTERS, AND ASSURING THAT TEFES IS FISCALLY WELL MANAGED. SHOULD TEFES FACE FISCAL OR OTHER MANAGERIAL CHALLENGES, THE BOARD IS THE ENTITY WHICH IS LEGALLY RESPONSIBLE.

1. ENTHUSIASM ABOUT TEFES AND CONVICTION ABOUT ITS PURPOSE
2. DEMONSTRATED INTEREST IN STRENGTHENING THE COMMUNITY THROUGH THE BENEFITS TEFES OFFERS.
3. ABILITY TO ASSESS INFORMATION AND MAKE IMPORTANT DECISIONS.
4. COURAGE TO STATE ONE'S VIEWS ON IMPORTANT ISSUES.
5. WILLINGNESS TO ACCEPT AND SUPPORT DECISIONS DEMOCRATICALLY MADE.
6. UNQUESTIONABLE CHARACTER.

7. HIGH STANDING AMONG THOSE IN THEIR PROFESSION; A RESPECTED COMMUNITY CITIZEN.
8. ABILITY TO DEAL OPENLY AND DIRECTLY WITH OTHER BOARD MEMBERS IN A PROFESSIONAL MANNER REGARDLESS OF YOUR OPINION.
9. SPECIAL SKILLS, KNOWLEDGE AND EXPERTISE THAT ARE NEEDED FOR THE TERM TO BE SERVED.

BASIC RESPONSIBILITIES:

1. DETERMINE MISSION & PURPOSE
2. LONG RANGE PLANNING
3. ENSURE ADEQUATE RESOURCES TO ACCOMPLISH THE PLAN
4. MONITOR THE USE OF TEFES RESOURCES
5. APPROVE AND MONITOR GRANTS/SCHOLARSHIPS
6. TELL THE TEFES STORY IN THE COMMUNITY
7. ENSURE LEGAL BEHAVIOR
8. RECRUIT AND ORIENT NEW BOARD MEMBERS AND EVALUATE BOARD PERFORMANCE.

I HAVE READ AND UNDERSTAND THE QUALIFICATIONS OF A BOARD MEMBER OF TEFES AND ACCEPT THE DUTIES AND RESPONSIBILITIES DESCRIBED ABOVE.

SIGNATURE

DATE

TEFES BOARD MEMBER EXPECTATIONS:

AN INVOLVED COMMITTED VOLUNTEER BOARD IS CRITICAL TO THE GROWTH AND STABILITY OF TEFES. THE RESOURCES OF TIME, TALENT AND TREASURE ARE WHAT EACH VOLUNTEER BOARD MEMBER BRINGS TO TEFES, IN ACCORDANCE WITH THEIR OWN ABILITIES AND RESOURCES. THIS ENSURES OUR GROWTH AND STABILITY. WHILE THE IDEAL BOARD MEMBER GIVES FREELY OF ALL THREE, NOT ALL OF US ARE CAPABLE OF THAT LEVEL OF COMMITMENT. THE QUALITY OF EACH MEMBER'S PARTICIPATION WILL BE MEASURED ON THE "WHOLE PERSON" CONCEPT. THE COMBINED LEVEL OF ACHIEVEMENT IN EACH OF THE BELOW LISTED GOALS WILL BE USED TO MEASURE OUR EFFECTIVENESS AS INDIVIDUAL BOARD MEMBERS. WE EACH SHOULD:

1. BE A MEMBER OF TEFES (\$50.00)
2. ACTIVELY PARTICIPATE IN A MINIMUM OF 60% OF THE REGULAR BOARD MEETINGS
3. REVIEW AGENDA, FINANCIALS & DISCUSSION/DECISIONS TO BE MADE PRIOR TO THE MEETING
4. ATTEND THE NEW BOARD MEMBER ORIENTATION PROGRAM
5. ATTEND THE ANNUAL BOARD PLANNING RETREAT
6. PARTICIPATE ON A PERSONAL LEVEL IN THE ANNUAL CAMPAIGN ACCORDING TO YOUR ABILITY
7. ACTIVELY PARTICIPATE IN THE ANNUAL VAMPAIGN BY:
 - IDENTIFYING 10 NEW PROSPECTS ANNUALLY
 - SOLICIT, THROUGH FACE-TO-FACE CAMPAIGNING AT LEAST 5 PROSPECTS
 - SERVE IN AN ACTIVE LEADERSHIP ROLE IN THE CAMPAIGN
8. PARTICIPATE IN AT LEAST TWO SPECIAL FUND/FRIEND RAISING EVENTS
9. BE A VOCAL ADVOCATE OF TEFES IN THE COMMUNITY BY TAKING AVAILABLE OPPORTUNITIES TO SPEAK ABOUT OUR MISSION IN BOTH FORMAL AND INFORMAL GROUPS
10. ASSIST BOARD IN AREAS OF PROFESSIONAL AND/OR VOCATIONAL EXPERTISE

11. PARTICIPATE IN THE RECRUITMENT OF VOLUNTEERS FOR COMMITTEES AND THE BOARD
12. BE FAMILIAR WITH THE HISTORY OF TEFES
13. PARTICIPATE IN SETTING AND EVALUATING THE OPERATING POLICIES OF TEFES

REMEMBER THERE ARE THREE TYPES OF BOARD MEMBERS:

SHIRKERS – THEY DO NOTHING

JERKERS – START STRONG THEN PULL BACK

WORKERS – WE NEED ALL OF THESE WE CAN GET!