# BOARD MEMBER RESPONSIBILITIES & COMMITMENT

COLLIERVILLE
Education Foundation
Inspiring Excellence. Empowering Dreams.

*Expectations for active service on the Collierville Education Foundation Board of Directors*

The **Collierville Education Foundation** is a working board. Board members provide governance, leadership, community connections, and hands-on support to advance the Foundation's mission of enriching educational opportunities for Collierville Schools students and educators. Every member is expected to participate actively and contribute according to their abilities, experience, and relationships.

## Core Responsibilities

- Support CEF's mission, strategic priorities, policies, and long-term sustainability.
- Exercise sound judgment and act in the best interests of the organization and the community it serves.
- Review and approve organizational plans, policies, budgets, and other matters presented to the Board.
- Remain informed about CEF programs, finances, partnerships, and community impact in order to participate meaningfully in Board discussions and decisions.
- Respect the confidentiality of sensitive Board, donor, applicant, employee, and organizational information.
- Disclose potential conflicts of interest and follow CEF's conflict-of-interest policy.

## Participation and Attendance

- Attend and actively participate in regular and special Board meetings, arriving prepared to discuss agenda materials and vote when appropriate.
- Notify the Board President and Executive Director as early as possible when unable to attend. Any proxy or voting procedures must follow the current CEF bylaws.
- Maintain consistent attendance and engagement throughout the term. If circumstances prevent meaningful participation for an extended period, discuss the situation promptly with the Board President.
- Complete orientation and any periodic training requested to support effective Board service.

## Committee and Grant Review Service

- Serve actively on at least one committee and accept leadership responsibilities, including chairing or co- chairing when able.
- Participate in the teacher-grant review process and follow established scoring, confidentiality, and conflict-of-interest requirements. Each grant application is evaluated anonymously by a team of three readers to support a fair and impartial review process.
- Support committee plans, complete assigned work, and communicate promptly when assistance or a change in responsibility is needed.

## Fundraising and Community Engagement

- Make a personal contribution or help secure financial or in-kind support at a level meaningful to the individual.
- Assist with fundraising by identifying and introducing prospective donors, sponsors, and community partners; participating in outreach; and helping steward relationships.
- Serve as an informed and positive ambassador for CEF and communicate the Foundation's mission, programs, and impact within personal and professional networks.
- Attend, promote, and volunteer at CEF events and initiatives whenever reasonably possible. Board members may contribute in planning, outreach, sponsorship, setup, execution, or follow-up roles based on their availability and strengths.

## Term and Accountability

- Serve the term established in the current CEF bylaws and support an orderly transition at the conclusion of service.
- Uphold Board decisions once made, while respectfully contributing independent perspectives during deliberations.
- Respond in a timely manner to Board communications, requests, and action items.
- Acknowledge that continued Board service depends on fulfilling these responsibilities. Concerns regarding attendance or participation will be addressed in accordance with the current CEF bylaws and Board policies.

## Board Member Commitment

If elected or appointed to the Collierville Education Foundation Board of Directors, I agree to fulfill the responsibilities outlined in this document. I understand that CEF is a working board and that my active participation is essential to its success. If I am unable to carry out these responsibilities for an extended period, I will promptly inform the Board President and work with Board leadership to determine the appropriate next steps, including stepping down if necessary.

_____ _____

Board Member Name Date

_____ _____

Signature Board Term