



## Collierville Education Foundation

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

The CEF board is a working board, meaning every person serves on a committee and assists in all of our events in some capacity. It is understood that a board member may not be able to physically participate in all events. However, each event is comprised of many working parts that allows each person to utilize their talents and knowledge to contribute to the event's success. In addition, every board member must participate in the grant process.

#### **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
- ❖ Willing to chair or co-chair a committee

Attendance to board meetings is necessary not only for voting on the monthly agenda items but to actively engage in conversations and decisions. If you cannot attend a meeting, we ask that you notify the Executive Director and provide voting proxy for standard items. Proxies are not used for new business items. Any board member with excessive lack of attendance and inability to be actively involved in CEF efforts will be removed from the board.

#### **Time Commitment**

- ❖ Board members have three-year terms.
- ❖ Members attend monthly board meetings.
- ❖ Members are asked to actively participate in special events, fundraising and other activities as needed.

#### **Serving on a Committee**

All board members actively serve on at least one planning committee and assist with the grant review process. In addition, all board members are needed to volunteer at CEF events.

#### **Committees**

All Committee activities are scheduled on an annual basis. CEF committees include: Teacher Trivia Night, Teacher Appreciation Luncheon, Classic Car Show, Golf Tournament, and Fall Fun Fest. All Board Members are required to actively participate in foundation fundraising activities. Other non-fundraising committees include By- Laws 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**      **Date**

*Return signed agreement to: Terri O'Connor at [cefoundation38017@gmail.com](mailto:cefoundation38017@gmail.com) or to the address below.*

**Collierville Education Foundation ♦ 145 W. Poplar Ave ♦ Collierville TN 38017**