

# Board of Directors Job Description

## Qualifications Considered of Foundation Board Members

Members of the College of the Siskiyou Foundation Board are selected on the basis of their personal expertise, leadership and influence in the community, geographic and interest group balance, access to financial resources, and demonstrated interest in and commitment to the programs of College of the Siskiyou.

Specific qualifications sought include:

- Personal reputation and integrity generally recognized within the region and by the public.
- Commitment to enhancing the mission, goals and programs of College of the Siskiyou and the reputation of the College in the community.
- Peer influence with individuals who can financially assist the College, with corporate decision makers and with others in community leadership positions.
- Experience in professional areas and interest in charitable activities.

## Individual Foundation Board Member Role Description

The Foundation Board manages the assets and business and financial affairs of the Foundation. It serves as the policy-making body of the College of the Siskiyou Foundation. The Foundation Board annually adopts a budget to support and control the fund raising activities of the Foundation.

The Foundation Board determines ways and means of obtaining funds and implements policies and programs to include specific fund raising projects to be able to achieve the Foundation's mission and objectives.

The overall responsibilities of the Foundation Board are to:

- Make policy decisions as they relate to the Foundation's mission; develop annual goals and assist the Foundation staff in developing strategies to implement them.
- Adopt an annual budget
- Provide oversight of financial records to assist and support the College's audit, taxation, and grant records.
- Develop the Foundation's annual fund raising plan, including constituency targets, solicitation strategies, and accountability for goals.
- Provide leadership in the implementation of the annual fund raising plan, including cultivating prospective donors and soliciting contributions.
- Actively engage others in opportunities for giving to help meet the District's needs and priorities.

## Expectations Of Foundation Board Members

The purpose of the Foundation is to encourage private financial contributions in support of the College of the Siskiyou's mission to provide accessible, affordable education to all that seek it. When an individual accepts a nomination to membership on the COS Foundation, he/she joins the Board with the intent of promoting the College's programs and services in cooperation with the other board members. The board member's primary role has to do with expanding the financial resources of the Foundation and the stewardship of those funds for the maximum benefit of the College, scholarships, a variety of grant programs and its community. The

Foundation Board is an active, working, participatory organization. Board members personal involvement is key to the process.

Each member of the Foundation Board is expected to fulfill certain commitments to each other as outlined:

- Join in the decision-making processes of the Board by:
  - Preparing for and attending meetings
  - Participating on at least one committee
  - Responding promptly to correspondence from Foundation office
  
- Promote the College's image in the community by:
  - Learning about the College's programs and its staff and students
  - Speaking about the College when appropriate
  - Participating in and supporting College's activities
  
- Participate in Foundation fund raising events.
  - Assist planning committee as needed
  - Purchase tickets and attend
  - Encourage attendance by guests
  
- Work to increase the Foundation's assets by:
  - Joining in the development of fund raising strategies
  - Helping to identify fund raising goals and targets
  - Assisting in cultivating the interest of prospective donors
  - Making presentations, when requested, to community groups and organizations
  - Asking for contributions, when appropriate