

## Bedford Education Foundation– Board of Director Job Description

<b>Title:</b>	Director
<b>Reports to:</b>	The Board Chair
<b>Purpose:</b>	To serve the Board as a voting member. The Board has ultimate responsibility for the affairs of BEF. The Board’s role is one of strategic leadership in defining and overseeing the implementation of the mission, vision, values and beliefs of the BEF. It leads and oversees the raising of funds and the awarding of grants. It adopts policies to ensure the effective stewardship and management of the BEFs resources and oversees management’s adherence to those policies. The Board speaks with one voice.
<b>Terms:</b>	Terms are 3 years in length. Directors may be elected to a second consecutive 3-year term. See by-laws for exceptions.
<b>Expected Meeting Attendance:</b>	Regularly attend board meetings as scheduled (12/yr). Serve on one or more standing committees and regularly attend committee meetings. Attend board retreats and other board development activities. Attend and participate in special events. <i>If unable to attend a meeting, the director is responsible for informing the Chair of the board or committee chair. (A director with three consecutive absences from Board meetings without such communication will be considered to have resigned.)</i>
<b>Major Obligations:</b>	<ul style="list-style-type: none"> <li>▪ Define the organization's mission, values and vision. Keep them in clear focus, interpreting BEF and its mission, vision and values to the outside world.</li> <li>▪ Set strategic direction. Approve/oversee strategic plans annually. Focus on BEF priorities.</li> <li>▪ Adopt policies so BEF is run effectively, legally, ethically. Exercise sound moral judgment.</li> <li>▪ Hire (fire, if necessary), oversee, evaluate, and support employees for the BEF.</li> <li>▪ Monitor the operational budget and finances for long-term viability.</li> <li>▪ See that adequate funds are secured for awarding annual grants. Each year: make a financial contribution to the BEF annual fund, and give financial support to all major fund raising events.</li> <li>▪ On an ongoing basis appraise the board's performance.</li> </ul>
<b>Specific Duties &amp; Expectations:</b>	<ul style="list-style-type: none"> <li>▪ Educate oneself about the work and programs of the BEF.</li> <li>▪ Be well informed on issues, agenda items and background materials in advance of meetings.</li> <li>▪ Work closely and cooperatively with other directors. Honor BEF values, norms and policies.</li> <li>▪ Listen respectfully to differing points of view, and participate in decision-making.</li> <li>▪ Contribute insights, skills, knowledge and experience when appropriate.</li> <li>▪ Elect officers. Orient and train new directors for continual leadership vitality.</li> <li>▪ Act as a resource and sounding board for the chair, and when appropriate, members of the management team.</li> <li>▪ Be an advocate and serve as a liaison between BEF and the community. Monitor and enhance its image, and keep the chair and directors informed of public opinion.</li> <li>▪ Receive and consider regular evaluations of the effectiveness of BEF endeavors.</li> <li>▪ Assume leadership roles in board activities consistent with individual skills and interests.</li> </ul>
<b>Rights of the Directors:</b>	<ul style="list-style-type: none"> <li>▪ To be given thoughtful, well written and useful background material for board and committee meetings in a timely manner.</li> <li>▪ To be kept well informed about strategic matters.</li> <li>▪ To have one’s time used well in valuable endeavors.</li> <li>▪ To be part of a highly respected organization held in esteem by members and the public.</li> </ul>