



www.sevendreamsfoundation.org

Position title: Non-profit Board Member

Position type: Board (volunteer/unpaid)

Job Description:

The Seven Dreams Education Foundation is all about *making academic dreams come true*. The SDEF cultivates student success through hands-on learning opportunities in Robbinsdale Area Schools (RAS).

The SDEF is an independent, non-profit 501 (c)(3) education foundation founded by community members, parents and education professionals of RAS. Our mission is to help the learners of RAS succeed by funding innovative education initiatives that enhance individual skills and experience. Since SDEF's inception in 2003, the Foundation has funded 165 grants to support students' success and maximize individual academic potential.

The Board of Directors is the governing body of the SDEF. The Directors set the policies that outline how SDEF will operate so that it achieves its mission and goals according to the established Articles of Incorporation and the Bylaws. The Board of Directors is legally and ethically responsible for the activities of the SDEF. The Directors set the direction, long range plans, and annual goals.

Directors are nominated and elected to *three-year renewable terms*. Directors should be willing to attend regular meetings scheduled from August to June on the second Wednesday of the month. As the Board is volunteer driven, much of its work is done through committees. The committees include both Board and non-board members with expertise and connections in the community/schools. Committee work and schedules are set by members to ensure work action plans are accomplished.

Responsibilities:

- ✓ ***Represent and advocate on behalf of SDEF's mission/purpose.***
 - Understand, follow and help strengthen the Foundation's mission, policies, programs and services.
 - Enhance SDEF's public standing -- participate in community/RAS activities and act as a representative of SDEF, regularly communicating the work and value of the Foundation across the community.

- Gather opinions from within the community, other organizations, and education professionals to enhance the SDEF's programs and initiatives.
- ✓ ***Actively serve on the Board and a SDEF committee to provide expertise and oversight.***
 - Attend all board and committee meetings and functions, such as special events.
 - Review agenda and supporting material prior to board and committee meetings.
- ✓ ***Assist in raising funds for the various SDEF programs.***
 - Support fundraising events and assist in securing additional donations and resources for the organization.
 - Assist in developing action goals, and the planning and implementation of activities leading to an increase in funds that can be used towards achieving our mission.
 - Assist in identifying and soliciting contributions from individuals and/or foundations to help further SDEF's mission.
 - Make an annual contribution that is meaningful based on each individual's financial situation.
- ✓ ***Ensure that the SDEF meets its fiduciary responsibilities.***
 - Ensure appropriate resource allocation.
 - Approve budgets.
 - Annually review the financial policies, procedures, and internal controls.
 - Ensure accountability for the funds received and disbursed by the SDEF.
 - Ensure ethical accountability.
 - Comply with conflict of interest and confidentiality policies.
- ✓ ***Ensure effective strategic planning and implementation.***
- ✓ ***Communicate, on an ongoing basis, information necessary for effective governance.***
- ✓ ***Be creative, offer ideas and develop new ways to inspire others to get involved with the SDEF.***

Board of Director Agreement:

I, _____, agree to actively support the mission/vision and work for the Seven Dreams Education Foundation (SDEF) and its members. I am committed to supporting the learners of Robbinsdale Area Schools, will help strengthen the SDEF and will assist in developing important relationships and new avenues of funding. I am willing to help secure resources for SDEF. I intend to be an active Board Member for my entire three year term.

Print Name: _____

Signed: _____ Date: _____

Thank you for your commitment to the Seven Dreams Education Foundation in making academic dreams come true!