



Board of Directors Position Description

The newly formed Novato Foundation for Public Education, or **SCHOOL FUEL** is seeking talented and committed community members to serve on its Board of Directors.

The Board will consist of 5 to 7 members (with growth to 11), serving 1- to 3-year terms. (To provide for staggered terms, some shorter term lengths will apply for the first Board only.) **SCHOOL FUEL's** goal is to have paid administrative support; however, initially all work will be done by volunteers. As such, the first-term Board will be a governing and working Board. Each Board member will have one vote.

The Board's function will be to direct **SCHOOL FUEL**, through its Mission, to provide increasing and ongoing financial support and community involvement to all Novato public schools, to foster excellence in educational programs, and to represent **SCHOOL FUEL** in the community and accept ultimate legal authority for it.

Requirements for the position are:

- A strong commitment to the enhancement of public education in our community, linked with a strong commitment to establish a well funded and operated education foundation for our local schools
- The ability to attend at least one Board meeting per month, plus chair at least one committee (see attached Committee document)
- Strong administrative and communication skills for the key task of bringing the organization from start-up to full operation.
- A willingness to serve in the role of ambassador to the community, providing information about **SCHOOL FUEL's** progress and activities, and building personal relationships.
- A willingness to be actively involved in all aspects of the Foundation's fundraising.

In addition, expertise and/or connections in ONE OR MORE of the following critical areas to the Board's success is highly desirable:

- Legal
- Financial

- Fundraising
- Promotion/Advertising/Communications

Prior non-profit board experience, or experience working with non-profits, is also very desirable.

Because this is initially going to be working Board, other, more specific responsibilities will include the following:

- Attend monthly Board of Directors meetings
- Implement administrative, personnel, legal, financial, fundraising, promotion/advertising/communications policies and procedures.
- Participate in establishing policies to advance the mission of **SCHOOL FUEL**
- Actively chair NFPE committees
- Evaluate Advisory Council members and their effectiveness in mentoring the Board
- Evaluate, with (future) staff input, whether **SCHOOL FUEL** is in line with its Mission Statement
- Research funding opportunities with help of Committees
- Assure that the Foundation functions within appropriate legal and fiscal constraints with the help of committees.
- Attend Foundation Functions
- Represent **SCHOOL FUEL** in the CCEF and MAPS
- Recommend and set a budget for external training to help members improve their board capabilities
- Participate in/with all fundraising efforts
- Attend professional meetings and conferences

We are seeking individuals with the highest integrity and a strong and active connection to the community of Novato. If you are interested in applying for a Board member position, please fill out the attached Volunteer Application, or visit our website at www.novatoschoolfuel.org and download the Volunteer Application PDF file.

***Thank you, in advance, for your commitment
to public education in Novato.***