



Sandy Springs Education Force, Inc.
Board Member Job Description

GENERAL RESPONSIBILITIES

1. Obtain and review a working knowledge of Sandy Springs Education Force's mission, vision, programs, events, needs, goals and policies.
2. Review and approve program directions as well as long-range and short-term objectives, monitor performance, and develop policies that will guide Sandy Springs Education Force effectively, legally and ethically.
3. Maintain confidentiality of the information shared at Board meetings.
4. Assume leadership positions and undertake special assignments enthusiastically.
5. Participate in Sandy Springs Education Force evaluation process and share constructive comments and input with the Executive Director.
6. Provide input at Board and committee meetings and support the Board's majority decisions.
7. Establish a supportive partnership and teamwork relationship with staff, volunteers, and other Board members which offers clear direction and communicates respect.
8. Encourage leaders, potential leaders and community members to become involved with, support, and volunteer with Sandy Springs Education Force and its programs; inform officers and Program Committee of these individuals.
9. Act as an advocate for Sandy Springs Education Force in the community, at meetings, and at religious, social, and cultural events to attract the human and financial resources needed for efficient program operation.
10. Become knowledgeable about educational issues and trends that would impact Sandy Springs Education Force.

SPECIFIC RESPONSIBILITIES

1. Complete Board Member Conflict of Interest Letter.
2. Attend Board meetings:
 - Attend Sandy Springs Education Force Board meetings.
 - If unable to attend a meeting, inform Sandy Springs Education Force and give your proxy for issues to be voted upon to another director.
 - A Director's failure to attend three (3) consecutive board meetings ~~is~~ may be considered by the

Governance Committee to be such Director's resignation.

3. Participate on Committee(s).
 - Serve on at least one committee other than the Development Committee; provided, however, that each Director shall also serve on the Development Committee for one (1) year during his/her first term of Board service.
 - Attend and actively participate in meetings.
4. Attend programs/events as requested by officers and/or staff.
5. Following the completion of one (1) year of Board service as a Director: If asked by the Nominating and Board Development Committee, serve as Mentor to a new incoming Board member during that Board member's first year in office. Mentorship shall be provided in accordance with the Nominating and Board Development Committee's instruction and guidelines.

FIDUCIARY RESPONSIBILITIES

1. Duty of Care: Exercise reasonable care when making a decision as a steward of Sandy Springs Education Force. Be well informed; know and understand the SSEF's mission, programs, and structure; and come prepared to meetings. Help set the strategic direction and policies to achieve its mission. Based on Sandy Springs Education Force goals, participate in ensuring that the Annual Budget and financial outcomes are maintained and monitored.
2. Duty of Loyalty: Act in the best interests of Sandy Springs Education Force; never use or be perceived to use information obtained as a member against the Organization or for personal gain. Represent the Organization to the public.
3. Duty of Obedience: Uphold Sandy Springs Education Force's mission and actively work to ensure that the Organization operates consistently within its mission and by-laws. Understand and monitor the SSEF's financial statements. Monitor the use of monetary/financial/human resources in order to ensure the health, sustainability, and vitality of the Organization.

PERSONAL FINANCIAL AND FUNDRAISING RESPONSIBILITIES

1. Actively participate in Sandy Springs Education Force revenue generation by working on at least one fund-raising strategy or donor initiative per year.
2. Provide on-going information about potential corporate and foundation resources; and when asked, help secure gifts, donations and sponsorships for programs.
3. Make an annual personal financial contribution to Sandy Springs Education Force of a minimum \$100 by September 30th of each year of Board service. After September 30th the Chairman shall send written reminders to Directors who have failed to make this required contribution, and a Director's failure to make his/her contribution after two (2) reminders in writing may be considered by the Governance Committee to be such Director's resignation.

I have read this Board Member Job Description and understand the responsibilities that I have agreed to accept.

Board Member's Signature

Date