

# STATEMENT OF RESPONSIBILITY

Grandville Education Foundation

## **Grandville Education Foundation Trustees**

*Term of office is 3 years; a trustee may serve consecutive terms without limit. Serving as a Trustee for the Grandville Education Foundation is accepting responsibility to join a working board. To clarify the work of the board, general expectations are listed below:*

**Attend all board meetings:** Excessive absenteeism (more than two) from board meetings during the year could result in reevaluation of board membership. Annual calendar is distributed at the start of the school year.

## **Participation in board meetings and events: Including but not limited to:**

Heritage Circle reception, Taste of Grandville Retiree Event, and All-School Reunion.

Review Agenda and other supporting materials prior to board and committee meetings. Direct questions about grant proposals and/or other agenda items to Executive Director.

Assist the board in carrying out its fiduciary responsibilities, such as reviewing the GEF's financial statements.

Suggest people who can make significant contributions to the work of the board and the GEF as possible nominees to the GEF Board of Trustees.

Follow and support GEF policies as found in Board Manual.

Refrain from making special requests of the Grandville Public Schools' staff as a GEF Trustee

**Serve on at least one committee and offer to take on special assignments:** Committees such as: Events/Marketing (Taste of Grandville, Retiree Event, etc.) Finance, Grants, and Donor Relations. Committees may be revised as needed.

## **Participate in fundraising endeavors.**

Be informed and enthusiastic about the GEF (including events) and inform others about the GEF. Be a positive ambassador for the GEF and Grandville Public Schools.

## **Personal Characteristics to Consider**

- Ability to: Listen, analyze, think clearly and creatively, work well with people individually and in a group
- Willingness to : Prepare for and attend board committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute resources in a generous way according to circumstances, open doors in the community, self-evaluate, follow GEF policies as found in the Board Manual.
- Positive Character Traits of a GEF Trustee: honesty, sensitivity to and tolerance of differing views, open minded, willing to change, friendliness, responsiveness, patience, community-building skills, personal integrity, passion for students and education, sense of humor.

JOB DESCRIPTION – Executive Director  
Grandville Education Foundation

*The GEF Executive Director shall be selected by a majority of the Board of Directors.  
The position of GEF Executive Director involves an average of 15 to 20 hours of work a week.  
Salary Recommendations: \$10,000/annually, paid quarterly*

Required Duties

1. Act as the GEF's Chief Administrative Officer
2. Be a positive ambassador of the GEF and Grandville public Schools, clarifying and promoting the vision and goals of the GEF with the Board of directors and in the greater Grandville community
3. Oversee, direct, and participate in the overall operations of the GEF as determined by the Board of Directors, including coordinating and overseeing fundraising and friendraising events (TOG, etc.)
4. Work collectively with the Executive Board to promote volunteer recruitment and coordination
5. Research, formulate and recommend to the Board new or revised policies and procedures on matters that affect the Foundation and which require Board approval
6. Participate, in an advisory role, in each of the board committees, as needed, ensuring that committees are well functioning and productive
7. Maintain records of the GEF, including reports and documents generated by the board Secretary and Treasurer
8. Recruit new Board of Director members with executive committee input and approval
9. Meet with Board members, district staff persons and community members as needed to accomplish the goals of the GEF
10. Prepare an annual report for the GEF
11. Ensure that a donor database is established, maintained and used
12. Cooperate with other area education foundations for the benefit of the GEF and Grandville Public Schools
13. Assist the Board of Directors in evaluating grant proposals, notify applicants of the status of grant requests, notify district business office personnel of grant approvals, request grant evaluations from grant recipients
14. Increase Foundation fund balance
15. Perform other duties as may be deemed necessary by the Board of Directors

Performance Measures

1. Have a minimum of six face to face encounters per month and provide summary to GEF board. These may include the following: Visit 3 GPS schools per month, Attend monthly Chamber Meeting, Michigan Education Foundation meetings, etc.
2. Submit draft copy of Communicator article to Exec Bd at least one week prior to deadline
3. Identify current donation trends and grow quarterly – amount to be determined once current numbers are provided
4. Identify current donor data base and increase by at least 10% new donors annually
5. Annual donor appeal letter composed and presented for November 1 disbursement
6. Update annual meeting/events calendar
7. Create annual report and draft ready for June 1 mailing