

FRIENDS OF SCHOOL OF THE ARTS FOUNDATION BOARD OF DIRECTORS ROLES & RESPONSIBILITIES



MISSION

The Friends of School of the Arts Foundation (FoSOTA) is committed to supporting quality arts and academic learning for Asawa SOTA students.

FoSOTA Board of Directors are responsible for ensuring that the organization fulfills its mission to gather the support of all the school's constituencies, and provide the Ruth Asawa San Francisco School of the Arts with sustainable funding and resources that will advance student achievement and school progress.

BOARD OF DIRECTORS ROLES

The Role of the Board of Directors is to support the work of FoSOTA, consider recommendations proposed by the Liaison Committee, and establish and authorize Board policies that govern its actions. In advancing that role, and to carry out its fiduciary obligations, the Board has general oversight responsibility with respect to strategic and generative plans, policies, and decisions to ensure they are consistent with the FoSOTA mission, vision and guiding principles.

In each of the following functional areas, the Board's role and responsibility as a body is defined as follows:

GOVERNANCE & LEADERSHIP

The Board of Directors will support the work of FoSOTA and provide mission-based leadership and strategic governance. While day-to-day operations are led by FoSOTA's Executive Director, the Board-Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

- Ensure programs align with organizational mission, vision and overall strategy.
- Review outcomes and metrics to evaluate FoSOTA's impact, and regularly measure its performance and effectiveness.
- Periodically examine the agency's compliance with its mission and values statements.
- Partner with the Executive Director and fellow board members to ensure that Board resolutions are carried out.
- Identify and recruit new board members; develop an effective succession plan and ongoing Board education.
- Review and approve any and all actions of the Executive Committee, which is empowered to act between board meetings, and under circumstances when a full board meeting is not possible.
- Ensure FoSOTA's commitment to a diverse Board and staff that reflects the communities FoSOTA serves.
- Act as an ambassador for FoSOTA.

POLICY & STRATEGY

The Board of Directors will develop policies and the strategic plans for the organization and monitor compliance with the goals and objectives of those plans.

- In collaboration with FoSOTA executive staff, document the strategic direction by selecting and defining the programs, services and outreach efforts that will be supported by the organization.
- Consider recommendations submitted by the Liaison Committee regarding programs and services that are essential and desirable for SOTA's continued success.
- Evaluate and maintain a Board annual policy checklist.
- Approve organizational policies developed by FoSOTA staff.

FUNDRAISING & PARTNERSHIPS

Raising money and building partnerships are primary tasks of FoSOTA's Board of Directors. Board members should be actively involved in the fundraising process, working closely in collaboration with the FoSOTA team.

- Make a generous and meaningful annual contribution that is commensurate with his/her capacity.
- Contribute to fundraising strategy and monitor its effectiveness.
- Work closely with executive team to determine key partnerships (organizational, programmatic and otherwise) and ensure an appropriate plan is in place for the development and cultivation of those partners.
- Implement the solicitation strategies for securing major gift commitments to FoSOTA from individuals, families, foundations, and corporation.
- Actively participate by identifying prospective donors, making introductions, attending cultivation events, reporting on progress, assisting with the Ask, and reaching out to acknowledge gifts.
- Ensure that money is raised in an ethical manner and in compliance with laws regulating fundraising activities.

FINANCE, BUDGET & AUDIT

The Board of Directors have the ultimate fiduciary responsibility for the organization, and are responsible for assuring that FoSOTA is fiscally sound and operated within procedures and policies that are thorough, prudent and ethical.

- Accept fiduciary responsibility for the agency and assure the integrity of its financial records and reports; approve a realistic annual budget that maximizes use of resources.
- Contribute to monthly board reports, Annual Report, and approve audit reports.
- As part of the budget approval process, determine the total agency budgetary allocation as the pool of funds available to the Executive Director for FoSOTA staff compensation and benefits.
- Safeguard assets from misuse, waste and embezzlement.
- Approve any investment policies and monitor implementation.

EVALUATIONS

The Board of Directors does not perform the day-to-day work of the organization, but it must assure that this work is completed. The work is carried out through delegation by the FoSOTA Executive Director. The performance of the organization is monitored by the Board with internal and external reports, and through the ongoing performance assessment of the Executive Director.

- Selection and termination of the Executive Director. The Board shall annually review and evaluate the performance of the Executive Director, provide written and oral feedback to the incumbent in this position, and set his or her annual salary.
- Ensure appropriate implementation of policies by staff.
- Track individual volunteer hours and submit totals to the Executive Director.
- Participate in an annual Board self-review process.

LEGAL COMPLIANCE

The Board of Directors are required to carry out their roles, responsibilities, and functions with a full understanding and appreciation of the considerable legal responsibilities that go with the position.

- Recognize your legal responsibilities as a board member.
- Know the policies in place to guide the actions and behaviors of both board members, staff, contractors and volunteers.
- Guarantee compliance with federal, state, and local regulations and fulfillment of contractual obligations.
- Participate in completion of the liability checklist during the annual meeting.

CREATION OF COMMITTEES

The Board of Directors must develop and maintain healthy relationships with sub-committee members, and, through linkages, help the organization stay in touch with current issues and new opportunities.

- Evaluate Liaison Committee applicants for open seats. Interested individuals are formally nominated by the SOTA Principal and FoSOTA Board President. During the review process, board members may choose to interview applicants prior to voting. The Board, representing a quorum, will vote to accept or reject each person up for nomination.
- Elect Executive Committee members; to include the FoSOTA Board President, Vice President(s), Secretary, and Treasurer. Committee chairs are designated by the President or a majority vote of the Board.
- Establish sub-committees, as appropriate or necessary, to carry out the purposes of the organization.

**FRIENDS OF SCHOOL OF THE ARTS FOUNDATION
EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS**



PARTICIPATION

- Make an annual gift. To credibly solicit contributions from foundations, corporations and individuals, FoSOTA strives for 100% annual giving from its Board of Directors.
- Participate in the new board member orientation process, either as a group or individually.
- It is incumbent on each board member to express his or her individual viewpoint in any and all discussions. However, once the Board collectively arrives at a position, it is expected and appropriate that all board members publicly express their assent and support for the decisions of the Board.
- All board members are expected to have read the agenda, and all supporting materials prior to each board meeting, in order to maximize the quality of the discussion, and to reduce the length of board meetings as much as possible.
- Complete a Conflict of Interest Agreement and recuse himself/herself from participation when there is a conflict of interest.
- Act in the best interest of FoSOTA and Asawa SOTA.

ACCOUNTABILITY

FoSOTA board members are expected to attend all scheduled board meetings and serve on sub-committees, as needed. Typically, there are 10 board meetings in the fiscal year: (*Jan, Feb, Mar, Apr, May-Annual Meeting, June, Aug, Sep, and Nov*) While it is understood that other commitments will occasionally preclude attendance, failure to attend 50% of the meetings over a one-year period shall constitute cause for removal from the Board.

QUALIFICATIONS

This opportunity is for individuals who are passionate about FoSOTA’s mission and who have a track record of leadership. Appointed board members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing board members and supporters.

BOARD TERMS

FoSOTA board members will serve a 3-year term. To be eligible for re-appointment for consecutive terms, interested board members will submit a formal request for consideration to remain on the Board for another term. The Board, representing a quorum, will vote to accept or reject each re-appointment. A board member cannot serve more than nine consecutive years without a break from the Board. After one year off the Board, an individual can once again be elected to the Board.

Service on FoSOTA’s Board of Directors is without remuneration, except for pre-approved administrative support, travel, and accommodation costs in relation to board members’ duties.

As a member of the Board of Directors of the Friends of School of the Arts Foundation, I have reviewed and agree to fulfill the outlined Roles and Responsibilities; completed a conflict of interest statement; and agree to comply with the FoSOTA Bylaws. If I don’t fulfill these commitments to the organization, I will expect the Board President to call me and discuss my responsibilities with me, and if I cannot fulfill these commitments for any reason I will offer my resignation to the Board President.

Signature

Date

Print Name