

UPPER FREEHOLD REGIONAL EDUCATION FOUNDATION BOARD OF TRUSTEES

INDIVIDUAL BOARD MEMBER RESPONSIBILITIES

- Participate in fundraising – each member is expected to set personal fundraising goals based on an annual individual contribution and/or solicitation of personal prospects
- Be informed and support the foundation’s mission, services, policies and programs
- Participate in board and committee meetings and functions
- Review agenda and supporting materials prior to board and committee meetings
- Serve on committees and offer to take on and complete assignments
- Devote time, energy and other resources in support of the goals of the foundation
- Cultivate and recruit board members and other volunteers
- Keep up-to-date on developments in the foundation’s field
- Adhere to conflict of interest and confidentiality policies
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing annual financial statements

CHARACTERISTICS OF AN EFFECTIVE BOARD MEMBER

Willingness to:

- Think creatively
- Be sensitive to and tolerant of differing views
- Work well with individuals as well as groups
- Ask questions
- Take responsibility for and follow through on tasks
- Analyze issues and work towards solutions
- Develop new skills to help advance the mission of the foundation
- Advocate for and represent the foundation in the community
- Enjoy serving in this capacity
- Place the interests of the foundation above one’s personal interests