



# Carmel Education Foundation

## Board of Directors - Commitment

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### ***General Expectations***

- Know the Foundation's mission and purpose; corporate by-laws, policies, and procedures; and programs, services, and activities.
- Serve a 3-year term on the Board with a possibility to renew for 3 years.
- Serve on standing committees and/or task forces and undertake special assignments as needed.
- Make an annual board member contribution that requires thought and planning on your part.

### ***Organizational***

- Determine mission, purpose, and values of the Foundation.
- Provide continuity of the organization through the hiring of the chief executive officer (executive director), provide the Executive Director with moral and professional support, and evaluate the Executive Director on an annual basis.
- Provide leadership, in conjunction with the Executive Director, on organizational transition, structure, and planning.
- Provide for effective planning on an on-going basis, including assessment of plan implementation.
- Monitor and strengthen Foundation's programs, services, and activities – and evaluate which are central to the Foundation's mission.
- Build and maintain an effective and engaged board of directors, including recruitment and orientation of new members, and annual board self-assessment.
- Enhance Foundation's public standing through clear articulation of mission, goals, and accomplishments.
- Operate in a legal and ethical manner.

### ***Fiduciary***

- Ensure adequate financial resources for Foundation annually and for the future.
- Provide good stewardship through adequate financial development and review of the annual budget and protect Foundation's assets.