



North Yellowstone Education Foundation Board Qualifications and Description

NYEF Board members have a passion and commitment to local community service and to our mission of working with the community to build sustainable support and enhance innovative educational opportunities for students, teachers and community members in partnership with Gardiner Public Schools.

Other qualifications include:

- Time to devote to board duties, roles, and responsibilities, as outlined below.
- Ability to attend board and planning meetings.
- Willingness to be a team member and dedicate the time necessary to become familiar with the purpose, operations, plans, and programs of NYEF.
- Good organizational skills such as critical thinking, basic computer use, communication, budgeting, networking, financial and/or fund raising, marketing, management, etc.
- Familiarity with the North Yellowstone community, a willingness to draw on your network to enhance the organization's work and to share the scope of NYEF's work with others.
- Willingness to serve on at least one Standing Committee and volunteer in other capacities as needed.
- Open-mindedness and commitment to make the best decisions for the whole organization.
- Ability to hold and keep confidential information that may be of a sensitive nature.
- Disclosure of any and all conflicts of interest and willingness to abstain from votes where conflicts may be present.

Composition of Board:

The Board of Directors is composed of between five and ten Directors, each with one vote. Directors include the Chairperson, Vice-Chairperson, Secretary, Treasurer, GPS School Board Trustee, GPS School Teacher/Staff Member and Standing Committee Chairpersons (up to 5). Additionally, up to three advisors may serve as representatives of the school: One superintendent or administration representative, one school additional teacher, and a person from the school student body. Advisors may not be entitled to vote, but essential to provide insight to the board.

Terms for Directors:

- The Chairperson, Vice-Chairperson, Secretary, and Treasurer serve two-year terms and may be re-elected to serve a total consecutive term of not more than four years.
- Standing Committee Chairpersons (with the exception of the Finance Committee, chaired by the Treasurer) are elected annually and may be re-elected to serve a total consecutive term of not more than four years.

- The School Board Trustee serves the same term on the NYEF board as his/her trustee term, but not more than four consecutive years as a School Board Trustee on the NYEF board. No more than two Trustees may serve on the board.
- The School Teacher/Staff Member serves two-year terms and may be re-elected to serve a total consecutive term of not more than four years.

Terms for Advisors and Special Committees:

- The Superintendent/administration representative is the GPS Superintendent or his/her designee and serves for as long as the Superintendent holds this position, or as the Superintendent designates.
- Any additional school teacher Advisor, the school student body Advisor, and any Special Committee Chairpersons serve one-year terms. Advisors/Chairs may be re-elected to serve a total consecutive term of not more than four years.

Legal Duties

Duty of care—a director of NYEF shall discharge all his/her duties, including those performed as a committee member:

1. In good faith;
2. With the care that an ordinarily prudent person in a similar position would exercise under similar circumstances; and
3. In a manner the director reasonably believes to be in the best interests of the organization.

The duty of care entails a duty of reasonable inquiry. Each director is obligated to ask questions and demand information to allow him/her to have sufficient information and understanding to make decisions he/she reasonably believes are in NYEF's best interests. This duty means that the director must make time to attend meetings, and come prepared to participate.

Duty of loyalty—Directors are obligated to exercise an undivided and unselfish loyalty to the organization they serve. Directors must exercise their obligations and powers in the best interests of the organization and its charitable mission. To assure that directors are operating within the scope of the duty of loyalty they are required to reveal conflict of interest disclosures and acknowledge any conflict that may arise.

Duty of obedience—Directors are obligated to further NYEF's mission; to be faithful to its purposes and goals as defined by the articles of incorporation and bylaws; to act in conformity with all state, federal and local laws; and to obey policies and procedures.

Roles and Responsibilities

Leadership: Plan and create the organization's culture, setting an example and promoting NYEF in the community.

- Exemplify ethical and value-driven behavior.
- Set an example to the community for volunteerism and financial giving.
- Participate in fundraising activities and special events, and invite friends and colleagues.
- Cultivate relationships and build constituencies, help enhance the organization's public standing, talk to people you know about NYEF, advocating its mission, and describe NYEF as an organization that you are enthusiastic about and to which you are willing to devote your time, effort and money. Help others learn how they might get involved, volunteer, donate, etc. Develop your personal 'elevator speech.'
- The board of directors is legally and ethically responsible for all activities of the organization.

Governance: Ensure structures are in place for continuity in meeting the mission and delivering the strategic plan.

- Create/review an annual budget, operational plan, and fundraising plan.
- Approve a mission-driven strategic short- and long-range plan.
- Understand and promote the organization's mission.
- Be familiar with by-laws, periodically updated as necessary.
- Adhere to policies of effective management and legal compliance.
- Strictly adhere to conflict of interest policies.
- Be familiar with the organization's programs, policies, and operations.
- Keep current on developments in program areas.
- Actively serve on at least one committee and offer to take on special assignments, as needed.
- Review agenda and supporting documents prior to meetings.
- Respect the confidential character of information discussed at Foundation meetings.

Stewardship/Development: Monitor results and make adjustments along the way.

- Adopt an annual budget and provide fiscal oversight.
- Monitor expenses and revenue in relation to the budget.
- Monitor progress of the annual operational and fundraising plan.
- Make an annual contribution to the organization commensurate with ability.
- Be a primary stakeholder, responsible for its financial well-being and its future.
- Fundraising efforts are expected of every Board Member. Be willing and able to cultivate networks of friends and colleagues, identify prospective donors, invite them to events or sit down with them for coffee, make "asks," assist in following up with donors, as needed.

Management: Make sure the board is doing its job.

- Attend most board meetings and appropriate committee meetings (in person, by phone or video-conferencing).
- Help identify, recruit, orient, and develop board members.
- Evaluate employee, contractor, board and overall performance of the organization in achieving the mission.
- Hold each other accountable for following through on board commitments.

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