

## PRESIDENT/CHAIR OF THE BOARD

### Job Description

<b>Term:</b>	2 years desired
<b>Time Commitment:</b>	Average 20 hours per week
<b>Positions reporting to President:</b>	MEF Executive Director Officers & Committee Chairs
<b>Skills Needed:</b>	Good organizational, communication (verbal & written), presentation, and leadership skills
<i><b>Please know that in this role you are always supported by the MEF Executive Director and the Board. If you would like to refine or expand any of the responsibilities noted below, please discuss with the ED.</b></i>	

The President shall be the Chair of the Board of MEF and shall supervise, direct, and control MEF’s activities, affairs, and officers. The President shall have such other powers and duties as the Board or the Bylaws may prescribe. The President or designee shall represent MEF in relations with the school districts administrators, School Boards, Town Council, and other civic groups/organizations. The President heads the Executive Committee and chairs the full board meetings.

#### **Responsibilities**

- Chair all MEF Board meetings, including planning, agendas, board communication, distribution of board documents, reminders, and follow up.
- Preside over Executive Committee meetings.
- Assure MEF bylaws, policies and objectives are current & carried out by the Board of Directors.
- Set and organize a Strategic Planning session to establish the strategic priorities for the following campaign. Goals must align with the MEF Mission Statement and look to MEF’s future. Meeting attendees should include board members, beneficiary representation, and advisory representation.
- Serve as an ex-officio member of MEF committees.

- In partnership with the Executive Director, build and maintain excellent relations with the schools, including principals, teachers and staff.
- Meet & build relationships with MSD and AUHSD administrators via ongoing communication and regular attendance at district meetings as outlined below.
- Attend school board meetings as needed/requested.
- In partnership with various committee chairs, build and maintain relationships with the overall community (parents, business & civic sponsors, general donor community, etc.). May include presentations, meetings and/or events.
- Work closely with the Executive Committee as needed to ensure goals & objectives are being carried out.
- Review board meeting minutes written by the Recording Secretary for final approval prior to board distribution.
- Oversee paid office personnel, including an annual review process.

**Meeting Attended (or Assigned Representative)**

**Weekly:**

- Staff Team Meetings

**Monthly:**

- MEF Board Meetings
- MSD CORE Meetings (*Central Organization Reporting and Exchange Group*)
- AUHSD Coordinating Council
- Moraga Liaisons
- MEF Committee Meetings

**As Needed:**

- School District Governing Boards
- Civic Organizations
- Fundraising Chair Meetings
- MSD/Campolindo Staff Meetings
- PTA/PC Meetings
- New Teacher Orientations
- MSD Leadership Team
- MEF Strategic Planning Meeting