

Box Elder School District Foundation Policy

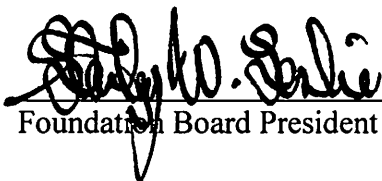
Policy Number 7

Issue: 2

Date: September 11, 2019

Supersedes Issue 1, dated April 10, 2006

Approved:


Foundation Board President


Foundation Executive Director

Policy 7: Board Membership and Duties

1) The following Board membership is detailed in the Foundation Bylaws:

a. Five Administration Representatives

i. the Superintendent of the Box Elder School District

1. Appoint officers of the Board, as described below
2. Represent the interests of the School District
3. Ensure the Board adheres to District Policy
4. A member of the Executive Committee

ii. an Assistant Superintendent for Curriculum

1. Appointed by the District Superintendent
2. Represent the District and its academic goals
3. A member of the Executive Committee
4. A member of the Scholarship Committee

iii. Treasurer

1. Appointed by the District Superintendent
2. Maintain the Board's financial records
3. Report the financial standing of the Board at each Board meeting
4. A member of the Executive Committee
5. A member of the Fundraising Committee

iv. Secretary

1. Appointed by the District Superintendent
2. Assist the Board President in his/her duties
3. Create agendas
4. Prepare minutes of all Board Meetings

v. an Executive Director appointed by the Superintendent

1. Appointed by the District Superintendent
2. Works closely with the Board President, Treasurer, and Secretary
3. Responsible for the day-to-day operations of the Foundation, including limited fiduciary and approval powers
4. A member of the Executive Committee
5. A member for the Fundraising Committee
6. Responsible for the success of the Board's ad hoc committees
7. Create an Annual Report for public distribution

b. One Box Elder Board of Education Representative – named by the Board of Education

- i. Represents the School District Board of Education
- ii. Reports Foundation information to the Board of Education


c. Additional Directors – selected by the Board from leaders of a representative cross-section of the county (i.e. agriculture, business, government, the arts, science, etc.)

- i. Attend and contribute in Foundation Board Meetings
- ii. Vote on Board actions
- iii. Serve on Board ad hoc committees
- iv. Represent the community

2) In accordance with the Foundation Bylaws, the following officers serve the Board:

a. President – elected by the Board in its Annual Meeting

- i. Preside at Foundation Board Meetings
- ii. Preside over the Executive Committee
- iii. Create agendas for meetings
- iv. Maintain appropriate membership (Directors) on the Board
- v. Ensure Board Bylaws and Policies are followed
- vi. Ensure the Board's finances are in order

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- b. President-Elect – elected by the Board in its Annual Meeting
 - i. A member of Executive Committee
 - ii. Prepare for his/her service as the Board President
 - iii. Serve on Board ad hoc committees
 - c. Past President – may serve to assist the President for one year
 - i. A member of the Executive Committee
 - ii. Provide context of past Board actions to the Board
 - iii. Serve on Board ad hoc committees
 - d. Executive Director – appointed by the Superintendent (usually a school district administrator)
 - e. Treasurer – appointed by the Superintendent
 - i. Ensure Board Bylaws and Policies are followed
 - f. Secretary – appointed by the Superintendent
- 3) Emeritus Board Members – Board member whose terms have ended will be invited to continue to serve with emeritus status. Their experience will be solicited by active Board members and will be invited to act as volunteers at Foundation events.
- 4) Although the Foundation Bylaws envision two-year terms for Board members once elected by a majority of the Board, the current Board memberships are ratified annually by a majority of the Board members in the Annual Meeting.
- 5) Under the Foundation Bylaws, Board members may serve up to two successive terms.
- 6) New Board members may be added at any Board meeting with the required quorum by majority approval of the Board members present.
- 7) Membership and member term records shall be maintained by the Board Secretary.
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