



Board Member Job Description

Amphi Foundation board members commit to the following:

1) Consistent Attendance & Participation

- a) Attend a minimum of 8 of 11 monthly meetings of the Board of Directors annually. Board meetings are generally held at 7:30 AM on the 3rd Wednesday of every month.
- b) Come to meetings prepared, having read background materials distributed prior to the meeting. Actively participate in Board meetings by engaging in discussion and asking pertinent questions.
- c) Serve actively on at least one standing board committee: Finance, Governance, School Support, Marketing, etc.
- d) Actively participate in the coordination at least one special event or project: Gala, Shoes2Smiles, etc.
- e) Provide leadership to a Board designated task force to address critical issues with input from other stakeholders with expertise and influence, as needed.

2) Attentive Fiduciary Responsibility

- a) Understand the budget and current financial status of the organization.
- b) Review financial reports thoroughly and ask questions to clarify.
- c) Ensure there is proper planning to generate financial resources.

3) Personal Financial Support & Fundraising

- a) Set a leadership example by making an annual, personal contribution according to your own ability. We encourage you to make giving to the Amphi Foundation one of your top three philanthropic priorities while you serve on the board.
- b) Participate in fundraising activities by introducing people to the organization, participating in events and encouraging others to give.
- c) Attend the annual Amphi Foundation Gala. Host or organize a table of ten.

4) Active Ambassador & Advocate

- a) Become informed about the Foundation history, goals, accomplishments, current operations, and concerns so that you can act as a knowledgeable advocate.
- b) Positively communicate the vision and value of the Foundation to the community, as well as potential supporters, donors and the public at large.
- c) Take every appropriate opportunity to increase the public's awareness of the organization's strategic priorities and contribution to the community.
- d) Regularly participate in Foundation projects and events, in addition to the Gala. Attend at least two per year.

5) Good Governance & Leadership

- a) Develop and hold true to the organization's Mission, Vision and Values as strategic decisions are made.
- b) Respect the confidentiality under which discussions take place during board and committee meetings.
- c) Get to know other board members and contribute to a functional working group and productive meetings by communicating efficiently, clearly and openly.
- d) Select and regularly assess the performance of the Executive Director. Ensure that the ED has the moral and professional support needed to further the mission and vision of the organization.
- e) Participate in board evaluation geared to evaluate and improve board experience and outcomes