

Board of Director Responsibilities

To be a successful and valuable member of the board, you should fulfill the following basic duties:

MEF Operations:

- Board members are expected to be able to devote sufficient time each month in order to fulfill their duties and responsibilities.
 - Attendance is required at a minimum of 8 out of 10 regularly scheduled board meetings. Attendance at regular meetings is very important to ensure a quorum so the foundation can legally conduct business.
 - Board meetings are usually held on the first Monday of the month from 7:00-9:00pm.
 - Board members are encouraged to attend special planning meetings and retreats.
- Be familiar with minutes and actions of the Board.
- Participate in the formulation of MEF's long range plans, goals and objectives.
- Adopt and monitor the operating budget and protect MEF's assets.
- Elect Officers and Directors of the Moreland Educational Foundation.
- Each Board member brings unique talents, skills and interests to the Board and can help shape our goals and activities. Board members should serve on one of the following subcommittees/programs (each area is described in a later section of this handbook):
 - Music in Moreland
 - Sports in Moreland
 - Arts in Moreland
 - Pumpkin Patch
 - Enrichment Summer Program
 - Moreland Innovation Grants
 - Annual Fund Drive
 - Community Outreach
 - Volunteer Management and Outreach
 - Corporate Sponsors and Matching Program
 - Finance & Bookkeeping
 - Gala
 - Other areas of interest to you

Legal Duties:

- Perform all duties imposed by law, Articles of Incorporation, and the bylaws.
- According to California nonprofit law, a board member must meet certain standards of conduct and attention to his or her duties to the organization. MEF acquires insurance to indemnify Directors acting in good faith against legal proceedings.
- Duty of Care: Using your best judgment to act in the best interests of the organization in good faith and on a reasonably informed basis.

- Duty of Loyalty: Putting aside your personal and professional interests for the good of the organization.
- Duty of Obedience: Following the mission of the foundation and ensure that the organization is following all laws and regulations.

Fundraising & Volunteering

Fundraising and participating in community building events is at the core of what we do in order to support school programs and enrichment. There are many ways to participate in these functions as a Board member:

- Promote MEF's mission to the community. Assist with efforts to articulate our special mission and value to the Moreland School District.
- Promote events to school communities, friends, neighbors and community groups.
- Assist with planning and preparation for fundraising events. Play a lead role with our three main fundraisers: Pumpkin Patch, Annual Fund Drive & Enrichment Summer Program
- Volunteer at fundraising events.
- Assist with outreach to corporations in our community. Help us solicit corporate sponsors, in kind donations and support from our corporate partners.
- Support MEF through annual donations to the best of your ability.

Code of Ethics

The MEF Code of Ethics is intended to assure the community of the integrity of our Board of Directors and its decision making.

As a member of the Board of Directors, I will:

- Represent the interests of all people served by this organization and not favor any one special interest inside or outside of the foundation.
- Not use my services on this board for my own personal advantage or for the advantage of my friends or associates.
- Keep confidential information confidential.
- Respect and support the majority decisions of the board.
- Approach all board decisions with an open mind, prepared to make the best decisions for everyone involved.
- Focus my efforts on the mission of the foundation and maintain the trust of the community.
- Act as a trustee of the foundation and do my best to ensure that it is well maintained, financially secure and always operating in the best interests of those we serve.