



Skaneateles Education Foundation

Student Board Member Job Description

MEMBER, BOARD OF DIRECTORS

MISSION: The Skaneateles Education Foundation (SEF) through its partnership with the community seeks to enrich the educational experience of every student in the Skaneateles Central School District.

VISION: SEF fulfills this mission by engaging the community through charitable contributions to supplement state and local funding with the goals of enriching the curriculum, inspiring educational innovation, and creating possibilities for the students of SCS.

PURPOSE: To represent the student voice on the SEF Board; to help determine policies, procedures and regulations to accomplish the mission and operating objectives of the organization; to raise awareness among high school peers about the work of the foundation and to continue to be a connection between SEF and graduating class after high school.

TERM: One year with the opportunity to be invited, as a senior, for a second year

POSITION: Voice, no vote

QUALIFICATIONS

1. One rising junior and one rising senior from Skaneateles High School
2. Is thoughtful, organized, engaged, and enthusiastic about serving the student body, district, and community

KEY RESPONSIBILITIES

1. Attend all board meetings. In-person attendance is ideal, but we will certainly make accommodations for students to dial into meetings, if needed, given homework/activity schedules. One-half of meetings should be attended or removal from the board may be considered.
2. Participate as a volunteer at foundation events.
3. Understand and support the foundation's mission, objectives, strategies and programs.
4. Seek feedback from peers in order to best represent the student perspective at board meetings and in program discussions.
5. Be an ambassador for the foundation at the high school. Share information about the foundation with peers, including 3 marketing messages or articles throughout the school year.
6. Maintain contact with the foundation upon graduation and continue to be the conduit between the foundation and your graduating class.

OTHER RESPONSIBILITIES

1. Participate in decision-making on issues, policies, goals and objectives based on careful consideration of the facts.
2. Participate fully and openly in meetings. Share insights, ideas and suggestions.
3. Criticize, when necessary, in a constructive way. If possible, suggest an alternative course.
4. Carry out all delegated assignments promptly.
5. Stay informed about what is going on in the organization. Ask questions and request information.
6. Take notes, maintain binder, and exchange information with counterpart (if applicable).
7. Attend foundation functions whenever possible.
8. Maintain confidentiality regarding foundation business and planning.
9. Sign and abide by the Conflict of Interest Policy.

ABOUT SEF

- Funds Teacher Grants to foster academic innovation, professional development, and enrichment programs for our students
- Manages the Jean Graham Fund, an endowment that provides annual funding for a teacher's transformative summer travel experience
- Manages and funds the K-5 Art Masterpiece Program
- Impacts every student in every grade, every year via the Experiential Learning Fund
- Annually funds 2 iD Tech summer camp scholarships
- Holds one large annual fundraising event
- Does an annual mail appeal and produces an annual report. The past 4 years of reports and 990's are available on our website at skanedfoundation.org
- Maintains a customer relationship management (CRM) database called Bloomerang that provides tools for gift entry and acknowledgement, integrated email, and event registration
- Is a member of the National School Foundation Association and the Skaneateles Area Chamber of Commerce
- All board members must attend monthly 1-hour board meetings [usually the third Monday of the month at 7:00 p.m., excluding July and December, at The Sherwood or via Zoom] and attend the annual board meeting in June. Board members serve on at least one of four standing committees:
 - Finance & Legal
 - Fundraising & Development
 - Marketing & Communications
 - Program & Grants

NOMINATIONS

Prospective board members may be interviewed and then notified of the committee's decision shortly. Final candidates may be asked to submit the names and contact information of two references prior to the submission of the slate of candidates to the board.

Thank you for your interest in joining SEF.



Skaneateles
Education Foundation

Student Board Member Application

Application Deadline: **June 7, 2021**

*Thank you for your interest in becoming a Student Board Member of the Skaneateles Education Foundation. This position begins August 15, 2021 and is available to one rising junior for a 2-year term beginning in the 2021-22 school year. Please complete this PDF application form online and send to Heather Carroll at heather@skanedfoundation.org. Interviews will be held as needed on June 10 & 11, 2020. Applicants will be notified of our decision by June 18th. **Thank You!***

Name: _____

Address: _____

Grade in 2021-22: _____

Phone (cell): _____ Email: _____

Instagram: _____ Facebook: _____

Best way to reach you to schedule an interview:

- Text
- Phone
- Email

Please list school activities (clubs, sports, etc.) that you have actively participated in during your years in high school, and your role and/or key accomplishments in those activities:

Please list activities you participate in outside of school and your involvement in these activities:

Are you familiar with the foundation's work, and if so, how?

Tell us why you are interested in becoming a Student Board Member of the Skaneateles Education Foundation, and why you believe you would be an effective student representative for your school:

If you have other knowledge or experience that you believe would benefit SEF, please describe it here:

AUTHORIZATION

The information contained on this form is correct to the best of my knowledge. I authorize any references to give you information pertaining to my acceptance as a candidate for the Foundation Board of Directors.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Please email this form to Heather Carroll at heather@skanedfoundation.org

Information collected on this application form will not be shared with any organization other than the SEF.



**Skaneateles
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Student Board Member Policy

SEF BOARD OF DIRECTORS, STUDENT REPRESENTATIVES

I. PURPOSE

To establish the role of SEF Board student representatives

II. GENERAL STATEMENT OF POLICY

To value and recognize the importance of the voice of students in fulfilling the mission of the Skaneateles Education Foundation, and to encourage student engagement as leaders in our school community, the SEF board will authorize two students to be advisory non-voting SEF board members.

WHO:

- High school juniors or seniors may apply. One student from each grade will be elected.
- Applicants must be endorsed by their principal or a teacher.

HOW:

- The SEF Nominating Committee will establish and periodically update:
 - an application process,
 - a screening and selection process, and
 - a timeline for the process.
- The Nominating Committee will recommend two applicants for board consideration.
- At an SEF board meeting, the graduating senior board student representative will nominate the committee's recommended applicant to be his/her successor.
- The full board will vote on whether to approve the nominated applicant.

WHAT:

- The authorized students will hold the title of Board Student Representative.
- The Board Student Representative's term will be one year with the opportunity to be authorized, as a senior, for a second year.
- The Board Student Representative will attend *at least* one half of the board meetings between the months of September and June.
- The Board Student Representative's role is to fulfill the role of a board member except for voting.

EXCLUSIONS:

- Current SEF board members may not serve on the board concurrently with their own children.