



Skaneateles Education Foundation

Student Board Member Job Description

MEMBER, BOARD OF DIRECTORS

MISSION: In partnership with the community, the **Skaneateles Education Foundation (SEF)** seeks to enrich every student's educational experience in the Skaneateles Central School District.

VISION: SEF fulfills this mission by engaging the community through charitable contributions to supplement state and local funding to enrich the curriculum, inspire educational innovation, and create 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 authorized, 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 accommodate students to dial into meetings if needed, given homework/activity schedules. One-half of meetings should be attended in person, 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 to represent best 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 fourth Monday of the month at 7:00 p.m., excluding July and December, at the high school library and attend the annual board meeting in June. Board members serve on at least one of five standing committees:
 - Finance & Legal
 - Fundraising & Development
 - Marketing & Communications
 - Program & Grants
 - Alumni

NOMINATIONS

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

Thank you for your interest in joining SEF.



Skaneateles
Education Foundation

Student Board Member Application

*Thank you for your interest in becoming a Student Board Member of the Skaneateles Education Foundation. This position begins October 2024 and is available to one rising junior for a 2-year term. Please complete this PDF application form and send it to Skip Lockwood at skip@skanedfoundation.org. Interviews will be held as needed. Applicants will be notified of the Board's decision by email. **Thank You!***

Name: _____

Address: _____

Grade in 2024-25: _____

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 Skip Lockwood at skip@skanedfoundation.org

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