



Board Member Expectations

The primary responsibilities of the Board of Directors are to:

- Support and promote EEF
- Oversee the mission of EEF
- Set policy which supports the mission statement and guides programs

To carry out these responsibilities each EEF Board Member has the following expectations:

Meeting Participation

- Attend and participate in board meetings as scheduled (per bylaws, attendance at two-thirds of EEF's scheduled board meetings is required, i.e., min. 4 meetings/year)
- Participate on at least one standing committee.
- Attend standing committee meetings of which you are a member.
- Attend Board retreats, in-service workshops, and other Board mandated activities.
- Attend events as a representative of EEF, as needed.

Decision-Making

- Participate in the collective decision-making work of the Board.
- Be informed on the issues related to public education, TUSD, and EEF's programs.
- Read meeting minutes, financial statements, and other materials.
- Ask questions for clarification when needed.

Strategic Planning

- Participate in strategic planning and setting direction for EEF's success.
- Be prepared to monitor and evaluate the goals, objectives, and activities of EEF.

Fiduciary/Finance

- Understand and participate in adopting the annual budget.
- Remain informed regarding EEF financial status.
- Review/edit financial and investment policies as needed and annually.

Cultivation/Fundraising

- Neither officers nor directors are required to provide financial support. However, a strong nonprofit needs the financial support of its Board of Directors. In fact, many donors and grant makers look at board giving before deciding to give. Therefore, the directors shall strive for 100% participation in financial support of EEF at a level dependent on their ability and comfort.
- Strive to raise a minimum of \$2,500 in financial contributions to EEF during each fiscal year (July 1 – June 30), including but not limited to:
 - Contributions made by friends, family members or your employer through a direct, personal solicitation from you, including those made at events you may host. Individual contributions may qualify for a dollar-for-dollar Arizona tax credit.
 - Proceeds of your ticket sales for EEF fundraisers or events, including seats, tables, or sponsorships for EEF's annual luncheon.
- Promote and attend EEF fundraising and cultivation events.
- Identify and reach out to potential supporters and introduce them to EEF staff and/or activities.



Community Relations and Communications

- Maintain professional, respectful conduct in all communications.
- Serve as an ambassador and spokesperson for EEF to the community.
- Represent EEF at community events, organizations and with individuals.
- Speak with clarity and authority on EEF's mission and programs.

EEF Staff Support

- Ensure your contact records (address, phone, email) remain up to date and accurate.
- Demonstrate commitment by responding to EEF staff emails/phone calls in a timely manner and as requested.
- Support the Executive Director and EEF staff in implementing the mission and goals of EEF.

Diversity and Inclusion

EEF's Diversity Statement: The Educational Enrichment Foundation (EEF) appreciates and values the diversity within Tucson Unified School District (TUSD). We strive to be inclusive and representative of the TUSD community in all that we do, including our organizational governance, staffing, and the implementation of our programs. We work to ensure all TUSD students, staff, and teachers, including those with marginalized identities, have the opportunity to grow, contribute, and succeed.

- Understanding this statement will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.
- Commit to a personal and professional policy of nondiscrimination in relation to race, color, ethnicity, religion, sexual orientation, gender identity, gender expression, age, national origin, and disability.
- Attend DEI training as approved and scheduled by the board.
- Commit to combating racial and socioeconomic inequity in education and TUSD.

Board Conduct

- Contribute skills, knowledge, and experience where appropriate.
- Ask questions, familiarize yourself with EEF programs and activities.
- Listen respectfully and objectively to other points of view.
- Be courteous and respectful in your responses.
- Maintain confidentiality regarding sensitive information.
- Bullying, hazing, harassment, and unlawful discrimination of any kind.
- Follow through on commitments to EEF.
- Exhibit professionalism in behavior, attitude, and communications.
- Refrain from bullying, harassment, and unlawful discrimination of any kind.
- Enjoy your term on the EEF Board!