

Fort Cherry Foundation

Trustee Member Application

Thank you for your interest in joining the Fort Cherry Foundation Board of Trustees! This year, the Fort Cherry Education Foundation is looking to fill three (3) Trustee Member positions. The Fort Cherry Foundation Board will review all letters of interest and reserves the right to request additional information from potential candidates.

Please review the following Fort Cherry Foundation Board Member Job Description.

PURPOSE: To serve the Board as a voting member, to develop policies, procedures and regulations for the operations of the Fort Cherry Foundation, to monitor and increase finances of the Fort Cherry Foundation and its programs and performance.

TERM: The term of service for the incoming members of the Board of Directors shall consist of two (2) applicants serving for a two (2) year term, and one (1) applicant serving for a one (1) year term. No more than 3 consecutive terms are permitted.

QUALIFICATIONS:

- Devotes the time and energies necessary for serving as a member of the Board
- Interests are similar to the interests of the Fort Cherry Foundation
- Shares, with other members of the Board, the common goal of providing high-quality services to Fort Cherry Foundation
- Must reside within the boundary of the Fort Cherry School District.
- Has experience in nonprofit Board service (preferred)
- Has experience in legal matters (preferred)
- Has experience in accounting (preferred)
- Has experience in grant writing (preferred)
- Has experience in marketing (preferred)

EXPECTED MEETING ATTENDANCE:

- Prepare for, and attend, all board meetings as scheduled (estimated at 9 per year)
- Serve on a committee to fundraise for the Fort Cherry Foundation
- Attend Board development activities

COLLECTIVE OBLIGATIONS OF THE BOARD:

- Determine the organization's mission and purpose
- Select the Chairperson
- Select the Vice-Chairperson
- Select the Secretary
- Select the Treasurer

- Ensure effective planning
- Ensure adequate financial resources by actively fundraising
- Protect assets and provide financial oversight
- Build a competent Board
- Ensure legal and ethical integrity
- Enhance the organization's public standing

SPECIFIC INDIVIDUAL DUTIES:

General Expectations

- Support Fort Cherry Foundation's mission, purpose, goals, and programs while knowing its strengths and needs
- Suggest possible nominees to the Board who are individuals of achievement and who can make significant contributions to the work of the Board and the progress of the Fort Cherry Foundation
- Abide by and fulfill this Board member position description responsibilities
- Solicitation of donations from alumni, retirees, employees and residents of the Fort Cherry School District
- Solicitation of donations from businesses, foundations and other interested individuals for grant making purposes
- Review grant proposals from the Board of School Directors of the Fort Cherry School District and the Fort Cherry Administration and teachers to determine the most worthwhile projects and programs
- Participate as a Board member of a team that: (1) includes administrative leadership to the Board, and others, and (2) requires cooperation and teamwork to be effective
- Attend all Board meetings in person or via electronic communications, and show commitment to Board activities
- Be well-informed on issues and agenda items in advance of the meeting
- Contribute skills, knowledge and experience when appropriate

Interested candidates should send a letter of interest to:

Fort Cherry School District

c/o Mrs. Pam Staley

110 Fort Cherry Road, McDonald, PA 15057

Please note the letter of interest may be submitted via email to: **pstaley@fortcherry.org**

Deadline for submission: **October 14, 2024**