



Kansas Educational Foundation

Connect Support Engage

Family, Career and Community Leaders of America Educational Foundation, Inc.

JOB DESCRIPTION

BOARD OF TRUSTEE MEMBER

Responsibilities:

1. Attend business meetings, sharing knowledge and expertise to help the organization
2. Develop plans and set policy for the Foundation
3. Serve as a Foundation officer if elected/appointed by the Board of Trustees
4. Serve on one or more committees that will be later defined
5. Stay informed of the organization's accomplishments, concerns, and needs
6. Protect and support the organization's good name, ideals, and purposes

Qualifications:

- Able and willing to work cooperatively with other Board members, and volunteers and/or outside resources as needed
- Believe in the Family, Career and Community Leaders of America organization as a way to help youth develop life skills
- Have a general knowledge of parliamentary procedure
- Flexibility, patience
- Organizational and communication skills
- Enthusiasm

Time Commitment:

1. 3-year term
2. Attend 4 business meetings a year – in person or virtually
3. Attend and/or assist in committee meetings as later defined – in person or virtually
4. Support the organization by assisting and/or appearing at various events
5. Acquire/maintain one donor each year

Executive Director Contact:

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