



Agreeing to serve on the Alpha Delta State Ohio Educational Foundation Board of Directors comes with a great deal of responsibility and can provide a very satisfying experience. Prospective board members should consider what the commitment will entail in order to understand the role, function, and responsibilities of being a member of the ADSOEF governing board. Serving as a board member is more than an honor, and includes the legal duties to care, to show loyalty, to adhere to governing regulations and to maintain accounts for ADSOEF.

The legitimacy of ADSOEF is reflected in the public trust of our good stewardship. Good governance of ADSOEF also secures the public trust in all nonprofits that operate in good faith and that uphold rigorous standards of conduct. ADSOEF joins that group of trusted nonprofits. We are seen as a worthy cause for both contributor's dollars and for the support we offer our beneficiaries.

Questions regarding service on the ADSOEF Board of Directors should be directed to the Alpha Delta State Nominations Committee.

# ALPHA DELTA STATE OHIO EDUCATIONAL FOUNDATION

## ADSOEF Director – Description of Position

### Mission and Purposes of ADSOEF

The mission of ADSOEF is to procure funding to serve charitable purposes relating to professional and personal growth and educational excellence.

ADSOEF exists for the purposes of raising, managing, and distributing funds to satisfy its mission, and to promote personal and professional growth of individuals and groups.

### General Information

The business, property, and programs of ADSOEF shall be managed by the ten-member Board of Directors serving four-year, staggered terms. Board members shall control and manage all affairs and assets of ADSOEF, make contracts and purchases, direct all expenditures, and administer the affairs of ADSOEF to carry out the mission and purposes of ADSOEF.

### Specific Responsibilities

1. Promote the mission and purposes of ADSOEF.
2. Review and implement strategic plans that support Alpha Delta State initiatives.
3. Assure effective organization, planning, and management of resources.
4. Assure the legal and ethical integrity of ADSOEF. Maintain accountability by keeping current with 501(c)(3) compliance regulations, state laws, and federal laws. Conduct reviews of regulations and laws on an annual basis.
5. Develop a manual of policies and a handbook of procedures relating to all aspects of ADSOEF's management, and conduct all ADSOEF business and activities within the parameters of those guidelines and regulations. Review policies regularly.
6. Serve as loyal advocates for ADSOEF to Alpha Delta State chapters.
7. Develop annual budgets that provide clear direction for all ADSOEF spending.
8. Assist with fundraising by identifying and building relationships with potential contributors and funding agencies,
9. Assure that all funds, securities, and other valuable effects are deposited to the account of ADSOEF in such depositories as may be designated for that purpose by the Board.
10. Board members must always act fairly and in the best interest of ADSOEF without concern for their own interests.

### Time Commitment and Responsibilities

Board members shall attend Board Meetings, attend the Annual ADSOEF Meeting held at the Alpha Delta State Convention, and serve on committees as appointed by the Chairman of the ADSOEF Board.

Board members shall take an active role in all operations of ADSOEF by

- becoming familiar with and following the ADSOEF *Bylaws*, *Policies* and all other governing documents,
- actively representing, contributing to, promoting, and supporting the work of ADSOEF, and
- actively participating in the work of the committee(s) to which she is assigned by the Chairman of the ADSOEF Board. Committee work occurs between and during Board meetings.