

Wade Edwards Foundation & Learning Lab

Member of the Board of Trustees

Description of Service & Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Wade Edwards Foundation & Learning Lab (WELL) so as to support the organization's mission and needs.

Mission: Providing the student community with opportunities for achievement, enrichment and service in preparation for personal and academic success..

***Major responsibilities:**

- Organizational leadership and advising
- Organization of the board of directors, officers, and committees
- Promote the organization in the community
- Fundraising and outreach
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Executive director evaluation and staff development
- Review organizational and programmatic reports

**Members of the board share these responsibilities while acting in the interest of the Wade Edwards Foundation. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term: Three years. Trustees may serve two consecutive terms. A third term is available for those in leadership positions.

Meetings and time commitment:

- The board of trustees meets bi-monthly on the 1st Tuesday of the month, at 4 p.m. Meetings typically last 90 minutes.
- Committees of the board may meet monthly, pending their respective work agenda.
- Board members may also be asked to attend a planning retreat or special events during the year.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by our mission, objectives, and programs.
- Help communicate and promote our mission and programs to the community.
- Become familiar with our finances, budget, and financial/resource needs.
- Understand the policies and procedures of the WELL.
- Financially support the WELL in a manner commensurate with one's ability. Be on the look-out for potential funding opportunities in the community.