

# Seven Dreams Foundation

## Board of Directors Job Description

### Time Commitment:

Members of the board are elected for three year renewable terms. The members are expected to attend the regular bi-monthly meetings, and to serve on at least one board committee. As the board is a volunteer driven, 501(c)(3), much of its work is done through the committees. The committees include both board and non-board members with expertise and connections in the community.

- The board meets the second Wednesday of the month at the Winnetka Learning Center.
- Committees set their own schedules to ensure the work is accomplished

### Responsibilities

The board of directors is the governing body of the Seven Dreams Foundation (SDF). The board sets the policies that outline how SDF will operate so that it achieves its mission and goals. The board members are legally and ethically responsible for the activities of the SDF. The board members set the direction, long range plans, and annual goals.

Specifically, board members:

*Represent and advocate on behalf of the SDF within the community*

- Participate in community activities and act as a representative of the foundation.
- Gather opinions from within the community, other organizations, and educational professionals to enhance the SDF's programs and initiatives.
- Regularly communicate the work of, and the value of, the foundation across the community.

*Assist in raising funds:*

- Serve on a committee and assist developing action goals, and the planning and implantation of activities leading to an increase in funds that can be used towards achieving our mission.
- Assist in identifying and soliciting contributions from individuals and or foundations to help further the SDF's mission.
- Make an annual contribution that is meaningful based on your own financial situation

*Ensure that the SDF meets its fiduciary responsibilities.*

- Approve budgets
- Annually review the financial policies, procedures, and internal controls
- Ensure accountability for the funds received and disbursed by the SDF.