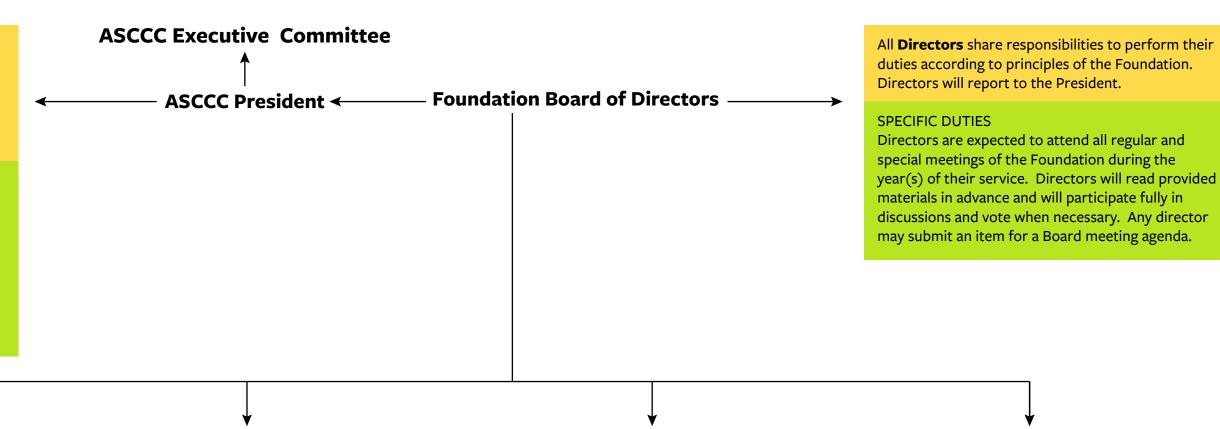


# Academic Senate Foundation Roles and Responsibilities Map

The **President** is responsible for ensuring that the Board of Directors are aware of and fulfill their governance responsibilities, comply with applicable laws and bylaws, conduct board business effectively and efficiently, and are accountable for their performance.

#### **SPECIFIC DUTIES**

Meetings (work with ED to develop the agenda);
Board Committees (resolves issues); Board
Development (recruitment, training, and
evaluation of board members; Fund Raising (Plays
leadership role in fundraising campaigns, grant
writing, and through personal contributions of
service and money); and delegation (form
committees and may assign tasks to directors).



The **treasurer** is responsible for overseeing and reporting on the Foundation's finances and for carrying out the responsibilities of a member of the Board of Directors and other duties as may be assigned.

**Treasurer** 

## **SPECIFIC DUTIES**

**Accountability** (Reviews finances and provides financial information to the board in collaboration of the ED). Note: Finances are processed through ASCCC so policies and procedures are handled through the ASCCC.

The **secretary** is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the Foundation's bylaws, the Secretary records minutes of meetings, ensures accuracy and availability of minutes, proposes policies and practices, submits various reports to the board, fulfills any other requirements of a board member, and performs other duties as assigned by the President and/or as defined in the bylaws.

Secretary

#### **SPECIFIC DUTIES**

Meetings (records meetings and provides written records); and works with the ED to ensure accuracy of the minutes and distributes them to the Board members in a timely manner. The Secretary will call a Board meeting to order and preside over the meeting upon the absence of the President.

Board Committees The Secretary serves as a member of board committees as assigned by the

Board-Staff Relations The Secretary works with the Executive Director to ensure Foundation records are accurate and secure, and include: the official list of Board members.; the bylaws as amended or otherwise revised to date; the minutes of all meetings of the directors and meetings of committees as required by law or regulations; all other Foundation records as required by law or regulations.

**Other Directors** All directors share responsibilities to perform their duties according to the principles of the Foundation. Directors of the Board will report to the President.

Other Directors

### **SPECIFIC DUTIES**

**Meetings** Directors are expected to: attend all regular and special meetings; read provided materials in advance and participate discussions; vote when necessary; may submit Board meeting agenda.

**Committees** Directors who choose to serve on Foundation committees will be expected to carry out delegated responsibilities and report to the committee and President as directed.

**On-Going Duties and Responsibilities** contribute annually through personal contributions of service and funds to the fund-raising activities of the Foundation; assist in identifying and planning fund-raising activities, the day-to-day operation of the Foundation, and special projects; directly solicit funds in support of the Foundation; work with others to identify appropriate grants or assist in writing grant proposals; promote long-range fund-raising efforts; review financial reports and the administration and stewardship of all privately donated funds; respond to all requests made by Board Officers or the Executive Director; support the positions adopted by the ASCCC and reflect its values when acting on behalf of the Foundation; and act as ambassador for the Foundation within the community college system and the greater community at large.

**Board Development** Directors partake in any training activities to prepare them for service and may assist the Foundation in identifying potential non-officer Board members for future recruitment.

The **executive director** is the chief executive officer of the Academic Senate Foundation for California Community Colleges and as such, is the individual primarily responsible for carrying out the Foundation's strategic plans and policies on behalf of the board of directors. With the chair, the executive director enables the Board to fulfill its governance function. In order to fulfill these responsibilities, and subject to the Foundation bylaws, the executive director will report to the Board of Directors.

Executive Director —> Staff

## SPECIFIC DUTIES

Operations (all aspects); meetings (work with the president to plan meetings and agenda, provide information, direct staff); Board-staff relations (develop and maintain effective working relationships with the board members); board development (assist with board recruitment, provide training and resources, work with the president to educate the board on foundation mission, projects/grant activities, and day to day operations); fiscal management (work with board to ensure is fiscally sound); strategic planning; and fundraising (develop grant proposals and other fund raising activities).