



## BCE Board of Directors Position Description: **School Site Director**

The School Site Director is the primary leader and face of BCE at your school site. The Site Director cultivates a community of BCE supporters, donors and volunteers. This role may be held by a single Site Director or co-Site Directors sharing the below responsibilities. The Site Director is a voting member on the BCE Board of Directors.

### **Site Director Responsibilities:**

#### Education & Advocacy

- Educate your elementary school community (Parents, Principal, Teachers, PTA, etc) about BCE, school funding in Burlingame and the importance of the BCE grant.
- Represent BCE (or secure a representative) at key School publicity forums throughout the year.
  - PTA Back-to-School Coffees
  - Back to School Night,
  - New Family Social Events & Playdates
  - School Music Concerts,
  - Kinder Orientations and similar events.
  - Music and Performing Arts Performances
  - Monthly PTA Meetings
- Create other moments to bring BCE into your local school community
- Encourage others to attend, participate in and support BCE events, programs and activities during the year.
- Ensure BCE is promoted in school communications as appropriate.
- Be the “go to” person for any BCE questions.

#### Cultivation & Fundraising

- Retain and grow your school’s BCE donor community.
- Cultivate donors thru 1:1 conversations, email and text outreach, engagement at events.
- Support local fundraising efforts 2-3x a year in partnership with your Site Team volunteers. Sending emails, texts, reminders as needed
- Use your school tracker to keep tabs on donor plans and progress.
- Celebrate and appreciate donors by sending notes as appropriate.

#### Engage BCE Volunteers

- Recruit volunteers to help with BCE awareness, fundraising, and events at your school site. Needs include
  - Fall Drive, Giving Tuesday and Spring Outreach efforts (5-8)
  - New Family education, engagement and events (1-2)
  - School Site Read-a-thon volunteers (2-5)
  - BCE Auction support (1-2)
  - Scholars Circle Party Host (Spring) (1)
- Cultivate future BCE Board Members for Site Director and other board roles



### **Time Commitment**

Varies based on calendar cycle. On average, this is a monthly commitment of approx 5-10 hours with monitoring of email and other communication. Best practice is to engage a team of volunteers to minimize time spent.

### **Meeting requirements**

- Monthly Board Meetings Aug - June (2 hours in person - 7-9pm)
- New Board Member Training (May)
- End of the Year Board of Directors Social (Spring)
- Monthly Site Directors meeting (monthly via zoom)
- Scholars Circle Events (Fall & Spring)
- Representation at School Site PTA meetings, Music concerts, BTS Night

### **Tenure:**

Site Director has fiduciary duty to the foundation and serves a two-year term as a voting director from July 1st through June 30th. The Site Director is responsible for identifying and helping recruit a successor beginning in January before your term ends.

The Site Director position is a 2 year role. When there are co-Site Directors, one Site Director would roll off each year enabling continuity at the school site over time.

### **Contact**

For questions and more information we invite you to email your current school Site Director:

Hoover	<a href="mailto:hoover@bcefoundation.org">hoover@bcefoundation.org</a>
Lincoln	<a href="mailto:lincoln@bcefoundation.org">lincoln@bcefoundation.org</a>
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