



BCE Board of Directors Position Description: President-Elect

The President-Elect's role is to learn the responsibilities of the President. The President-Elect performs duties of the President in their absence. At the end of a one-year term as President-Elect, they become BCE President for one to two years. It is recommended that individuals nominated for President-Elect have served at least one year on the BCE Board of Directors, and/or in another BSD volunteer leadership role prior to assuming the role of President Elect.

President-Elect shall:

1. Serve as a voting member of the Board of Directors.
2. Attend all Board of Directors meetings and other meetings/functions deemed necessary.
3. Serves as an active member on the Finance Committee and HR Committee.
4. Serve as an active member of the Nominating Committee to recruit new board members.
5. Lead committees and manage special projects as mutually agreed upon with the President.
6. Work closely with the President and Executive Director on strategic planning.
7. Lead strategic offsite committee for continuity of goals and objectives for the organization as needed. When needed, this is typically held in early Spring.
8. Develop an understanding of bylaws and operational procedures of the organization; develop a strong working knowledge of issues that affect education.
9. Build strong relationships with Board of Trustees, District Staff, community leaders, and BCE Board of Directors as needed in preparation to become President.
10. Act as a BCE advocate in the community to educate parents, business owners and community members about school funding, the importance of donating to BCE and how BCE works in partnership with other organizations to support Burlingame schools.
11. Solicits volunteers, in kind donations as well as financial donations to BCE's Annual Fund and the Endowment.
12. Speak on behalf of BCE at various school and community related events.
13. President-Elect has fiduciary duty to the foundation and serves a one-year term as a voting director from July 1st through June 30th. The President-Elect then becomes BCE President for a one- or two-year term. Therefore, the President-Elect accepts a two or three year volunteer commitment.

Time Commitment:

Med-High (depending on time of year and month). Weekly commitments vary depending on the fundraising cycle. Must have excellent leadership, team-building, communication, organizational, collaboration, strategic thinking, and networking skills.

Contact

For questions and more information we invite you to email current President, Jen Faber, at president@bcefoundation.org