



## Early Learning Children's Foundation

### Board Director Position Description

1. Attend regular meetings of the ELC Foundation's Board of Directors, which are each approximately two hours in duration. The board meets at least six (6) times per year. Be accessible for personal contact in between board meetings.
2. Commit time to develop financial resources for ELC Foundation. This includes making meaningful financial gift of at least 1,000 as well as supporting other fund development activities of the ELC Foundation in a manner appropriate for board directors.
3. Prepare in advance for decision-making and policy formation at board meetings; take responsibility for self-education on the major issues before the board.
4. Responsibly review and act upon Executive Committee recommendations brought to the board for action.
5. Participate in the annual executive director evaluation process.
6. In general, utilize personal and professional skills, relationships and knowledge for the advancement of ELC Foundation

I am aware that this board director position description is an expression of good faith and provides a common ground from which board directors can operate. Additional information on the ELC Foundation's mission, programs and board responsibilities is contained in the board orientation materials and bylaws, which I have read.

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Prospective Board Director's Signature

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Date