



Board of Directors Job Description

Board Member Initial Activities

1. POLICY / PRODEDURE

To accomplish the Board of Directors Job Description, new members are expected to participate in the following activities:

WITHIN 90 DAYS OF APPOINTMENT —

- A) Spend one-half day in new member orientation which includes meeting with the Foundation Director to include orientation training, the selection of a committee and the making of the pledge to the Board. Also meet with the College President, have a photo taken and give an interview to the Director of Marketing and to KSBR and Channel 39. The half day will conclude with a lunch with selected faculty, administrators and students.
- B) Lunch with a Board mentor prior to attendance at the first board meeting.
- C) Tour a college program of personal interest OR meet with the department chair/dean to learn about the program, its plans, benefits, and needs. Report your experience at the next Board of Directors Meeting.

WITHIN 120 DAYS OF APPOINTMENT —

- A) Attend and report to the Foundation Board of Directors on a Saddleback College Board of Trustees Meeting.
- B) Work with staff to plan a President's Advisory Council, Presidents' Circle or Donor Development Event.

WITHIN 1 YEAR OF APPOINTMENT —

- A) Participate all day in the Foundation's Annual Board Planning Retreat, usually the first Friday of June.
- B) Attend the Network for California Community College Foundations Annual Symposium, usually held in October.

In addition to these activities, Members are expected to invest dues of \$2,500 annually, due June 30, and complete the other responsibilities detailed in the Board Member Job Description. Consider membership in a higher level Presidents' Circle membership. Presidents' Circle memberships may be paid in monthly or quarterly installments.