



Agreeing to serve on the Alpha Delta State Ohio Educational Foundation Board of Directors comes with a great deal of responsibility and can provide a very satisfying experience. Prospective board members should consider what the commitment will entail in order to understand the role, function, and responsibilities of being a member of the ADSOEF Board. Serving as a Board member is more than an honor, and includes the legal duties to care, to show loyalty, to adhere to governing regulations and to maintain accounts for ADSOEF.

The legitimacy of ADSOEF is reflected in the public trust of our good stewardship. Good governance of ADSOEF also secures the public trust in all nonprofits that operate in good faith and that uphold rigorous standards of conduct. ADSOEF joins that group of trusted nonprofits. We are seen as a worthy cause for both contributors' dollars and for the support we offer our beneficiaries.

Questions regarding service on the ADSOEF Board of Directors should be directed to the ADSOEF Nominating Committee.

Additional information is available on the ADSOEF website at [ADSOEF.org](http://ADSOEF.org)

### **BOARD OF DIRECTORS**

1. The Board shall be composed of ten (10) elected, voting Directors, all of whom are members of ADSOEF.
2. Each Director shall be elected by ADSOEF members for a two-year term.
3. Elections will occur at the ADSOEF Annual Meeting.
4. In 2021, there will be seven (7) Directors elected. During this election cycle, five (5) Directors will be elected for three-year terms and two (2) will be elected for two-year terms. In 2023, and yearly thereafter, five (5) Directors will be elected for two-year terms.
5. Beginning with the 2021 election, the President of Ohio State Organization serve as an ex-officio non-voting member of the ADSOEF Board of Directors.
6. Directors shall be limited to three (3) consecutive full terms (six years), after which a Director may not be considered for re-election to the Board for at least two (2) years. Directors who will be elected for a three (3) year term in 2021 may serve three (3) consecutive terms for a total of seven (7) years.
7. Vacancies occurring on the Board shall be filled by recommendation of the current Board of Directors for the unexpired term or until a successor is elected.

# ALPHA DELTA STATE OHIO EDUCATIONAL FOUNDATION

## ADSOEF Director – Description of Position

### Mission and Purposes of ADSOEF

The mission of ADSOEF is to procure funding to serve charitable purposes relating to professional and personal growth and educational excellence.

ADSOEF exists for the purposes of raising, managing, and distributing funds to satisfy its mission, and to promote personal and professional growth of individuals and groups.

### General Information

The business, property, and programs of ADSOEF shall be managed by the ten-member Board of Directors serving two-year, staggered terms. Board members shall control and manage all affairs and assets of ADSOEF, make contracts and purchases, direct all expenditures, and administer the affairs of ADSOEF to carry out the mission and purposes of ADSOEF.

### Specific Responsibilities

1. Promote the mission and purposes of ADSOEF.
2. Review and implement strategic plans that support Ohio State Organization initiatives.
3. Assure effective organization, planning, and management of resources.
4. Assure the legal and ethical integrity of ADSOEF. Maintain accountability by keeping current with 501(c)(3) compliance regulations, state laws, and federal laws. Conduct reviews of regulations and laws on an annual basis.
5. Update and maintain a manual of policies and a handbook of procedures relating to all aspects of ADSOEF's management, and conduct all ADSOEF business and activities within the parameters of those guidelines and regulations. Review policies regularly.
6. Serve as loyal advocates for ADSOEF to Ohio State Organization chapters.
7. Develop annual budgets that provide clear direction for all ADSOEF spending.
8. Assist with fundraising by identifying and building relationships with potential contributors and funding agencies.
9. Assure that all funds, securities, and other valuable effects are deposited to the account of ADSOEF in such depositories as may be designated for that purpose by the Board.
10. Board members must always act fairly and in the best interest of ADSOEF without concern for their own interests.

### Time Commitment and Responsibilities

Board members shall attend Board Meetings, attend the Annual ADSOEF Meeting, and serve on committees as appointed by the Chairman of the ADSOEF Board. At least four Board meetings will be scheduled annually.

Board members shall take an active role in all operations of ADSOEF by

- becoming familiar with and following the ADSOEF *Bylaws, Policies* and all other governing documents;
- representing, contributing to, promoting, and supporting the work of ADSOEF; and
- participating in the work of the committee(s) to which she is assigned by the Chairman of the ADSOEF Board. Committee work occurs between and during Board meetings.