

## WHAT YOU NEED TO KNOW ABOUT THE TVEF BOARD

---

*This form provides you with basic information about what TVEF requires from its Board members. If you have doubts about your ability to commit the required time, attend scheduled meetings, or comply with these requirements, please advise the nominating committee before they submit your name/application for consideration.*

<b>Term of Office</b>	<ul style="list-style-type: none"><li>• 3-year terms.</li><li>• Elected at first meeting of fiscal year.</li><li>• Members may be appointed by the Board to fill vacancies until the next election cycle.</li></ul>
<b>Fund Raising</b>	All Board members are expected to make an annual donation to the organization that is personally meaningful to them. In addition, members are expected to attend fundraising events, and participate in annual and special campaigns. Some Board members make presentations to donors.
<b>Time Requirements</b>	We require a time commitment of about 5 hours/month or 60 hours/year for Board meetings, committee meetings, orientation sessions and special events, including preparation time. We do much of our work in meetings. We cannot do a good job or meet deadlines without full participation from members. We expect members to have 75% attendance at our meetings (9/12 meetings attended).
<b>Board Meetings</b>	The full Board meets at least 10 times per year, usually on the first Thursday of each month, from 6:30pm to 9:30pm. See below for meeting schedule. If this schedule poses a problem for you, please advise the nominating committee.
<b>Committee Meetings</b>	Committees meet at the discretion of committee members in order to accomplish certain tasks by established deadlines. Attendance is essential for the committees to do their work.
<b>Other Time Requirements</b>	Annual General Meeting: First Thursday of new fiscal year, beginning in July. Strategic Planning: We normally hold a 1 day retreat each year to review and update our strategic plan.
<b>Selection Process</b>	<ol style="list-style-type: none"><li>1. Board members and Staff identify prospective Board members. These are individuals who have demonstrated leadership and commitment to values shared by TVEF.</li><li>2. Prospects receive application and information sheets.</li><li>3. Completed application is reviewed by the Board.</li><li>4. Prospect is interviewed by Nominating Committee.</li><li>5. Nominating Committee makes recommendations to Board and Board votes.</li><li>6. Nominating Committee contacts prospect with acceptance and invites to next Board Meeting.</li></ol>
<b>Approach to Governance</b>	Briefly stated, we believe that the Board's role is to ensure that TVEF establishes and maintains the trust of the community by being clear in the mission, prudent and ethical in its activities, and accountable for its actions. Our meetings focus on planning, policy-making, and assessing our progress.
<b>Our Vision</b>	To promote exceptional public education.
<b>Our Mission</b>	To enhance the educational experience for students and to increase opportunities for excellence in our public schools.

# WHAT YOU NEED TO KNOW ABOUT THE TVEF BOARD

---

## Directors' Code of Behavior

Our Board members sign this code of behavior. As a Board member of TVEF, I will:

1. Be committed to the mission of TVEF.
2. Act in a manner consistent with the mission and values of TVEF.
3. Focus my efforts on the mission of TVEF and not on my personal goals.
4. Accept responsibility and share power in order to work as a productive, cooperating member of the Board of Directors.
5. Avoid conflicts of interest between my position as a Board member and my personal and professional life.
6. Support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.
7. Never exercise authority as a Board member except when acting in a meeting with the full Board or as I am delegated by the Board.
8. Keep confidential matters confidential.
9. Be accountable to the membership and the community, for competent, conscientious and effective accomplishment of the obligations of the Board.
10. Ensure that discrimination is never practiced at TVEF.
11. Act in a manner consistent with this Code of Ethics despite personal opinions, values or differences.
12. Attend meetings consistently, prepare for meetings, participate fully, and otherwise fulfill my fiduciary obligations to TVEF.

## Core Values

1. Collaboration
2. Diversity
3. Respectfulness
4. Resourcefulness
5. Dedication
6. Accountability

## Meetings & Events

### Regular Board Meetings

- Monthly on the first Thursday at 6:30 PM

### Committee Meetings

- As needed

### Events

- Tin Cup Challenge – Annually on the 3<sup>rd</sup> Saturday in July