

BOARD BASICS: AN OVERVIEW

Here is a quick reference sheet to help you get up to speed with ITEF's Board of Directors. We look forward to your committed participation and guidance.

QUICK LINKS

[ITEF WEBSITE](#)

[ITEF BOARD PORTAL](#)

[GuideStar.org](#)

LEADERSHIP

The **Chair** and **Vice-Chair** preside over all board meetings. When the Chair is absent, those duties are performed by the Vice-Chair. Chairperson can only serve one three-year term as Chair. Board members at large may resign at any time with written notice.

The **Secretary** records and ensures retention of all board meeting minutes.

The **Treasurer** is the principal financial officer of the foundation with responsibility for: funds, securities evidence of indebtedness and property of the foundation. Renders an accounting of and for transactions and conditions of the foundation.

The **Executive Director** is the CEO of the foundation, is supervised by the board and serves at the direction and pleasure of the board.

As a Board Member and/or Officer, please know that ITEF's insurance coverage includes: [Employment Practices Liability](#) and [Directors/Officer's Liability](#)

COMMITTEES

Executive Committee

(Includes H.R. & Finance)

Nominating Committee

Grants Committee

No individual committee has the power to:

- Elect or remove board members
- Adopt, amend or repeal By-Laws or amendments to By-Laws
- Create committees or execute any action that would impact the assets of the foundation
- Fill board vacancies

MISSION STATEMENT

With a keen eye on underserved schools and communities, the Innovative Technology Education Fund seeks to accelerate learning in K-12 spaces through the innovative uses of technology.

VISION STATEMENT

We believe that introducing children to the spectrum of available technology creates opportunities for exploration, problem-solving and inspired uses of imagination. ITEF empowers educators to consider the kinds of innovative learning projects that enable these opportunities.

FUNDAMENTALS

- ITEF's fiscal year is January 1 – December 31
- The organization must have these Officers: Chair, Vice-Chair, Secretary and Treasurer
- Board can have no more than 15 members and no fewer than 7.
- Terms are three years in length. No member can serve more than two terms.
- Board qualifications must be relevant and not create a conflict of interest.
- Neither the board chair or board members have individual power or authority.
- Board members are volunteers and are not compensated.
- Any board member may be removed at any time, for a good reason by a vote of $\frac{3}{4}$ of board members. Members are given advance notice of regular or special meetings. A majority of members constitutes a quorum. In our case, that is 7 members. When scheduling makes it impossible to be present, board members may participate (includes voting) remotely.



BOARD BASICS: A DEEPER DIVE

This is a reference guide that outlines expectations of being a member of the ITEF board. Board membership offers each member an opportunity to bring their skills, experience and leadership to the table.

HOW TO BRING YOUR BEST TO OUR BOARD:

1. Attendance at board meetings on the fourth Wednesday of January, March, May, July, September and November.
2. Prior to all meetings, please be prepared and informed by reviewing the **meeting minutes** as they are a permanent record of our process and action. Where this doc lives: the board portal and our cloud storage.
3. Be candid and able to engage in a dialogue about your concerns with fellow board members.
4. Be a mindful steward of the organization's assets.
5. Increase and exemplify your servant leadership skills.
6. Please review the following as they become available:
 - a. Please read and review the **990** before the November meeting. It is available to the public and offers a thorough snapshot of our financial transactions and priorities for the previous year. Where this doc lives: GuideStar.org and the board portal.
 - b. By the May meeting, please read and review the **annual report**—a “yearbook” which highlights ITEF’s mission-related accomplishments. Where this doc lives: Our website, GuideStar.org, our Facebook page.
 - c. Review the **Directors and Officers insurance** policies before the July meeting. Where this doc lives: the board portal.
 - d. Complete a board member **self-assessment** annually.

GOOD GOVERNANCE

KEY RESPONSIBILITIES:

Financial stewardship

Ensuring board members possess the skills to carry out their roles

Ensuring that ITEF is in compliance with applicable laws and regulations

THE FOUR MAIN BOARD DUTIES:

- **Duty of Care:** A board member owes the duty to exercise reasonable care when they make a decision as a steward of the organization.
- **Duty of Obedience:** Requires board members to be faithful to ITEF’s mission and the rules and laws of federal and State governments. Board members are not allowed to act in way that is inconsistent with the central goals of ITEF.
- **Duty of Loyalty:** The undivided allegiance to ITEF when making decisions that affect the organization. A board member can never use information obtained from ITEF for personal gain. A Board member will act in the best interests of ITEF.
- **Duty of Purpose:** All board members are expected to read grants from at least one of the three cycles.

CALENDAR AT A GLANCE:

MONTH	FOCUS/TASK
January	Moneta Investment Report and Investment Review
March	Sign Code of Ethics and Conflict of Interest Forms Officer Election & Vote on Recommendations of Innovator Grant Committee
May	Board Assessment and Governance Check Up
July	Board Retreat/Strategic Plan
September	All Committees Meet and Report Out
November	Annual Budget Presentation & Vote
December	Holiday Party

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