

The Edison Foundation
Board Member Duties and Responsibilities

- 1) Act as an ambassador for Edison State Community College/The Edison Foundation to the students, staff/faculty, business/industry partners, community partners and alumni in Darke, Miami and Shelby counties and beyond. Being an ambassador means sharing information, spotting opportunities and spreading the word about Edison State and the foundation.
- 2) Build partnerships by sharing with your connections and relationships the vision and commitment of The Edison Foundation to support Edison State Community College.
- 3) Participate fully by attending quarterly board meetings. Any member missing three consecutive board meetings shall have his or her status as a board member reviewed.
- 4) Serve on one or more committees of the board. Committee service is a chance to lend your expertise and also an opportunity to experience and learn.
- 5) Care for the foundation's philanthropic resources. Board members are responsible for stewardship of funds held by The Edison Foundation. Each board member is asked to make an annual financial contribution to The Edison Foundation and on occasion contribute to special campaigns.
- 6) Assist with the planning and execution of special events or fundraising campaigns.
- 7) Assist in the identification and cultivation of potential donors and the solicitation of funds.
- 8) Recruitment of new board members and other volunteers.
- 9) Stay ethical and legal by following the internal rules of the foundation provided by the policies and bylaws and the external laws and regulations that govern foundations with tax-exempt status provided by the state and federal governments.
- 10) Think critically and ask questions.
- 11) Enjoy the role of board member for The Edison Foundation and allow the work to be a rewarding experience that can leave a legacy and make a positive impact for decades.