



West Perry Mustang Foundation

Roles and Responsibilities

MISSION: The Mission of the West Perry Mustang Foundation is to enhance the academic, civic, cultural, and wellness activities of the West Perry School District through community engagement and financial support.

PURPOSE:

- to establish and operate a broad-based non-profit community organization to seek and accept contributions from individuals, corporations, community organizations, foundations, and other entities.
- to provide financial assistance to West Perry School District in support of educational, cultural, and physical and emotional wellness programs in partnership with district leaders.
- to promote educational, cultural, and civic efforts in the region in support of positive and effective learning environments.

BOARD OF DIRECTORS

Term: Three Years

Board Members may serve up to two consecutive three-year terms (total of six years).

Board Member Responsibilities:

As a working and fundraising board, Board Members are expected to attend all Board meetings. Board members are also expected to support committee work and fundraising activities.

- **Attendance:** Attend Board meetings, training sessions, and special meetings. Notify the President or Secretary in the event of absence.
- **Participation:** Make a personally significant contribution to the organization by dedicating a combination of time, talent, and financial resources.
- **Fundraising:** Solicit funds and community resources for designated activities.
- **Engagement:** Be an ambassador for WPMF in the community by being fully informed about the Foundation's purpose, goals, objectives, and programs.
- **Conduct:** Foster a cooperative, collaborative, and respectful environment. Uphold all Foundation policies.



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Board Responsibilities:

- Set policies
- Oversee financial management and budgeting
- Engage in long-range planning
- Meet all legal requirements
- Raise funds to support established activities
- Nominate and approve board members
- Ensure board accountability

President and Vice President:

- Convene the Executive Committee
- Ensure meeting agendas
- Communicate with and among the board
- Act as a primary contact for the District

Secretary:

- Prepare the agenda materials, take and produce meeting minutes
- Generate official board correspondence
- Maintain board documents

Treasurer:

- Prepare monthly financial reports
- Prepare annual budgets
- Account for all receipts and expenditures
- Maintain fund records
- Produce donor letters and receipts