



## SSEF Board Election Announcement January 19, 2012

This is a great time to get involved with the Sarah Smith Education Foundation Board (SSEF Board) and give back to the SRS community. This year several positions for the SSEF Board are up for election. All open positions are for two year terms beginning May 1, 2012 except for the Annual Campaign Director position which is a one year term. You may also become involved by serving on committees for events or fundraising efforts this year, if you prefer. For committee involvement and to contribute to enhancing each Sarah Smith Elementary School student's educational experience, please contact Nicole Bogard, SSEF Chair, or Brigitte Peck, SSEF President.

Although all Board positions are "at large", that is, not tied to particular roles or responsibilities at the time of election to the SSEF Board, this year we are trying to recruit for specific positions so that you will know the commitment you are making. At the SSEF Board's May meeting, the Board will vote to officially assign leadership roles to its elected members.

### **What Roles are Available?**

Chairman	responsible for oversight of the SSEF Board, presides over Board of Directors' meetings, and participates in daily conduct of all Foundation business.
President	responsible for oversight of operational activities and Foundation business, including financial, communication, curriculum, grants and legal & compliance requirements
Curriculum Liaison	facilitates curriculum, training and classroom expenditures by the SSEF. Works closely with Sarah Smith's Instructional Specialist and school Principal to produce a yearly budget and track expenditures during the year relative to budget.
Marketing and Communications	reviews and approves all external communications for SSEF, including Annual Campaign and Events to ensure consistent communication. Coordinates communications strategy with PTA. Ensures preparation of the Annual Report.
Assistant Super Star Supporters Director	leads a committee to raise funds from the generous businesses in our community and coordinates these efforts with a PTA liaison
Annual Campaign Director	who leads the campaign during the school year to raise funds from parents, teachers, grandparents, alumni and individuals in the Sarah Smith Elementary School Community
Assistant Treasurer	who works with the treasurer to record donations, to facilitate the payment of curriculum expenses, and to compile financial reports

### **Who's Eligible?**

Any friend of Sarah Rawson Smith Elementary School may be nominated for the SSEF Board—this includes, but is not limited to, parents, neighbors, local business people, teachers, and grandparents. You may nominate yourself or another individual may nominate you. Candidates would need to be willing to serve in rewarding positions on the SSEF Board.

Successful candidates for this volunteer organization will have a passion for excellence in public education and the mission of the Foundation. Prior experience working with volunteer-driven organizations is helpful. Professional and/or volunteer experience relating to the Board and committee role you are interested in is also a plus.

### ***What's the Nomination Process?***

If you are interested in a SSEF Board position, please complete an SSEF Board of Directors Interest Form and e-mail it to any member of the Nominating Committee or Nicole Bogard, the SSEF Chair, at [bogardnic@yahoo.com](mailto:bogardnic@yahoo.com) or you may place your interest form in the nominations box in the Parent Resource Room at the Intermediate Campus. Please limit the BOD Interest form to no more than two pages in length **and submit it no later than March 9, 2012.**

The nominating committee will review all interest forms, conduct interviews and provide a slate of nominees to the SSEF Board for a vote on April 9, 2012.

### ***Who Votes for the Candidates?***

Candidates will be voted upon by the SSEF Board, and all votes will be kept confidential. In considering nominees, the Board will be mindful of the diversity and balance necessary for the Foundation to meet its goals.

### ***Schedule***

January 20	Formal Announcement of Upcoming Board Election, Nomination Period Begins
March 9	Nomination Deadline
April 9	Board Election Meeting*
May 14	Combined Board Meeting, Officer Election

\*The vote may be delayed at the Board's discretion if additional time is needed to gather a full slate of qualified candidates.

### ***Our Mission***

The Sarah Smith Education Foundation is a not-for-profit fundraising organization supporting the school's pursuit of excellence in education. The funds we raise enrich the learning environment available to every classroom and every child at Sarah Smith Elementary School. Our focus is supporting curriculum enhancements for the School. We rely upon individual contributions, corporate donations and community fund-raising events to achieve our mission.

### ***Foundation Background***

The Sarah Smith Education Foundation was established in June, 2005 as a 501(c) (3) not-for-profit organization. Through the foundation, parents and teachers, neighbors and businesses, administrators and staff work together toward a common goal: **excellence in public education.** We have a vision for Sarah Smith as a place where:

- Children are nurtured to become well-rounded critical thinkers, life-long learners, and responsible global citizens through instruction by highly-trained staff using a world-class curriculum.
- Educators are valued, appreciated, and encouraged to explore their passions, enhance their skills, and expand their knowledge to be even more effective in the classroom.
- People believe strong schools mean strong communities and can see this reflected in community stability, in property values, in civic pride, and in the development of future leaders who are prepared for the evolving demands of a global economy.

For the 2012-2013 school year, this means the Foundation will directly enhance the strong educational base funded by Atlanta Public Schools by:

- Providing critical support for the **International Baccalaureate Primary Years Program;**
- Adding key **professional development opportunities** for teachers and staff;
- Funding **curriculum enhancing books, technology and other materials;** and

- Supporting grants for special projects and programs** that make a difference in the educational programs and environment available to our community's children.

### ***Additional Expectations***

Ideal candidates who would serve as members of the SEFF Board will:

- Work together with other SSEF Board and committee members in the best interests of the organization, and of our ultimate beneficiaries, the children.
- Be positive and energetic ambassadors of Sarah Smith Elementary School, the SSEF and the Sarah Smith PTA.
- Serve as contributing members of the foundation with active committee service or leadership roles.
- Adhere to the **Sarah Smith Education Foundation Standards of Excellence.**
- Regularly attend the monthly Board meetings.
- Report on the activities of their committees or functions in a timely manner, and prepare and keep written records regarding committee activities.
- Actively contribute to and participate in fundraising efforts (no minimum personal contribution required)
- Commit to keep administrative costs minimal and maximize the amount of funds raised for the curriculum programs.



## 2012 SSEF Board of Director Interest Form

The Sarah Smith Education Foundation will continue to grow strong with excellent leadership. Please complete this form to nominate someone or self nominate for a position on the board of directors for SSEF. Please contact any member of the Nominating Committee, or Nicole Bogard, SSEF Chair, with any questions.

**Completed forms should be submitted by March 9, 2012**, to the nominations box in the Parent Resource Room at the Intermediate Campus or e-mail Nicole Bogard at [bogardnic@yahoo.com](mailto:bogardnic@yahoo.com) or any member of the Nominating Committee. (Please use the back to share more information, if needed.)

**Name** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address** \_\_\_\_\_

**Neighborhood** (Mayfair, Pine Hills, Valley Green, etc.) \_\_\_\_\_

**Relationship to Sarah Smith Elementary** (parent, neighbor, etc.) \_\_\_\_\_

**Children's ages/grades (if applicable)** \_\_\_\_\_

**Professional Experience/ Background**

**Community Service (interests, experiences, etc.)**

**Volunteer Experience with Sarah Smith Elementary**

**Recommended roles/skills**

**Comments**

**Name of Nominator** \_\_\_\_\_ **Phone** \_\_\_\_\_