



## **SSEF Board Election Announcement February 5, 2010**

This year five positions for the Sarah Smith Education Foundation Board are up for election for two-year terms beginning May 1, 2010.

Board positions come up for election on a staggered cycle, with approximately half of the elected board being voted upon each year. Although all board positions are "at large", that is, not tied to particular roles or responsibilities at the time of election to the board, this year we are trying to recruit for specific positions so that you will know the commitment you are making. At the Board's May meeting, the board will vote to officially assign working roles to its elected members.

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

Treasurer  
Vice Chair  
Vice President  
Annual Campaign Lead  
Corporate Sponsorships Lead

### ***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. Qualified candidates must be willing and able to serve in working positions on the board as well as assist other committees.

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

If you are interested in running for an open position, please complete an interest form and send it to Erica Hurley, nominating committee chair, or Allison O'Sullivan, SSEF Chair. The statement may be no more than two pages in length and submitted no later than March 5, 2010. You may place your interest form in the box designated for nominations in the PTA room.

The nominating committee will review all interest forms, conduct interviews and provide a slate of nominees to the SSEF board of directors for a vote on April 1, 2010.

### ***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***

Feb. 5	Formal Announcement of Upcoming Board Election, Nomination Period Begins
March 5	Nomination Deadline
April 1	Board Election Meeting*
May 6	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. We rely on individual and corporate donations and community fund-raising events for support of 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 2010-2011 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 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.

## ***Fundraising and the Board***

Board members are expected to actively contribute to and participate in fundraising efforts, and to be ambassadors and advocates for the Foundation, fellow board and committee members, and Sarah Smith Elementary School in support of the Foundation's mission. There is no minimum personal contribution required of Directors of this board.

## ***Additional Expectations***

Board members are expected to:

- Work together with other 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 working members of the foundation with active committee service and leadership roles.
- Adhere to the **Sarah Smith Education Foundation Standards of Excellence**.
- Regularly attend board meetings.
- Report on the activities of their committees or functions in a timely manner, and prepare and keep written records regarding committee activities.
- Commit to keep administrative operational costs to a minimum so that the maximum amount of funds raised go directly to programs.

Board meetings are generally held monthly, currently on the first Thursday evening of each month from 6:30 pm – 8:00 pm.

## ***A Note on Qualifications***

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.

For more information on the SSEF or the election procedures, visit the Foundation page on [SarahSmithElementary.com](http://SarahSmithElementary.com).



## 2010 SSEF Board of Director Interest Form

The Sarah Smith Educational Foundation will continue to grow strong with excellent leadership. Please complete this form to nominate someone or self nominate for a leadership position on the board of directors for SSEF. For details about the Foundation, the nomination process, positions and qualifications for this working board, download the *Board Election Announcement* document available on the Foundation page of the school's website. Please contact Erica Hurley, nominating committee chair, or Allison O'Sullivan, SSEF Chair with any questions.

**Completed forms should be submitted by March 5, 2010**, to the SSEF Nominations Box in the PTA room or email to Erica Hurley at [erica.hurley@comcast.net](mailto:erica.hurley@comcast.net) or Allison O'Sullivan at [aosullivan@na.ko.com](mailto:aosullivan@na.ko.com). (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** \_\_\_\_\_