



# Montgomery Education Foundation

## Member Informational Packet

### **Mission Statement**

The mission of the Montgomery Education Foundation (MEF) is to enrich the learning environment for all students at Montgomery High School.

### **History**

The MEF was created in 2004 to provide financial support for Montgomery High and its academic programs, promote community involvement, and preserve and document the history and traditions of the school.

### **Purpose and Goals**

The MEF raises funds to grant requests from teachers and staff. Our primary goal is to use these funds to be responsive to the school community and, with that in mind, when evaluating a grant request, we consider the following elements:

- Will the request have enduring value for the school community?
- Can the request be funded through another avenue or source?
- Will funding the request extend the benefits of the MEF to the greatest number of students and programs?

### **Benefits of Joining the MEF**

There are many benefits to becoming an active member of the MEF board and/or serving on an MEF committee.

- When you take an active role in the MEF, you get to meet and work with other interesting and dedicated people throughout the school community, including parents, alumni, faculty, and staff.
- As part of the MEF, you will participate in a wide variety of fun events, from teacher appreciation brunches to community crab feeds.
- Because the MEF is still in a developmental stage, you will be able to use your creativity, as you work with other members to shape the direction and focus of this important organization.
- The work of the MEF offers you the chance to learn new skills, or further develop existing ones.
- As an active member of the MEF, you will have the satisfaction of working with an organization whose primary function is to improve and enrich the educational experience of every Montgomery High School student.

## **Board Officer Requirements**

The officer positions for the MEF are President, Vice President, Treasurer and Secretary. The MEF requests a one year commitment for these positions.

### **President**

The President supervises and controls the activities of the board. Typical duties of the President include:

- Running the monthly meeting
- Monitoring progress of committees and board projects
- Speaking for the MEF at Back to School Night, 8th Grade Parents Night and other public forums
- Hosting an annual informal gathering of the board as preparation for the new school year
- Participating in the development of the annual budget

### **Vice President**

The primary role of Vice President is as support for the President, so this person should be capable of performing the duties of the President. This position is typically held by the person intending to be the next board President.

### **Secretary**

The Secretary creates and retains meeting minutes and provides a copy of the prior meeting minutes at each board meeting. The Secretary is responsible for maintaining a copy of the current bylaws of the MEF, documenting all changes. The Secretary handles all correspondence, including thank-you notes, based on information provided by the Treasurer, and maintains a mailing list of all board and committee members, with name, address, phone numbers and emails.

**Treasurer** The Treasurer is responsible for all funds and securities of the MEF, maintains

accurate records of all financial activities and transactions, and coordinates the periodic external audit of the MEF books. The Treasurer provides a monthly Treasurers Report for each board meeting which includes:

- Current financial condition of the MEF, as indicated by the bank balance, with detail of all transactions during the month
- Current financial status of all fundraising activities, based on information supplied by committee chairs and event coordinators
- Balance of payments made for funding requests and grants to the school community

The Treasurer also develops the annual budget, including fundraising goals, with guidance and input from other board officers and committees. The Treasurer will provide, upon request, an account of all transactions and the financial condition of the MEF to board officers.

## **Board Member Requirements**

Members of the board of directors for the MEF are requested to remain on the board for two full years. During their tenure, each board member is encouraged to commit to the following:

- Attend monthly board meetings, currently held the first Monday of each month during the school year.
- Become an active member of the MEF fundraising committee, participating in activities such as the Endowment, the Crab Feed, or the Human Race.
- Hold a board position, chair a committee, or be a contributing member of at least one committee.
- Help to raise awareness about the MEF in our community.

## **Committees**

### **Fundraising Committee**

This committee is responsible for all fundraising activities of the MEF, including:

- Coordination of parent donation program at beginning of each school year
- Coordination of Escrip and Amazon Sales
- Development of annual fundraising goals for MEF budget purposes
- Creating opportunities and developing programs to reach corporate and private community donors

### **Endowment Committee**

This committee is responsible for Endowment specific activities, including:

- Maintaining the Viking 1000 database
- Soliciting donations specifically for the Endowment from parents, alumni, and the community
- With the support of the Treasurer, managing the investment of the Endowment funds
- Providing recognition to Endowment donors

### **Communications Committee**

This committee is responsible for increasing awareness of the MEF among students, staff and parents at Montgomery High School, as well as in the general community by

- Creating and capitalizing on opportunities to tell the community about the goals and successes of the MEF
- Generating newsletters, brochures and written media for the MEF
- Updating and maintaining the MEF web page

### **Events Committee**

This committee is responsible for coordinating the events that the MEF hosts:

- Teacher Appreciation Brunches
- Pasta and Crab Feeds
- Human Race
- Senior Breakfast

### **Database Committee**

This committee is responsible for

- Maintaining and updating the MEF database
- Preparing mailing labels and distribution lists for use by other committees to disseminate information
- Working with the Communications Committee to update and maintain the MEF web page

### **Grant Evaluation Committee**

This committee is responsible for the processes related to grant and funding requests submitted to the MEF, including:

- Providing MHS staff and administration with funding request forms
- Reviewing requests on an ongoing basis to determine whether they fall within the scope of our mission, and making funding recommendations to the board
- Meeting with the administration and the MHS Technology Committee periodically to discuss funding and grant opportunities
- Developing the skillset needed to facilitate writing grant requests, for or with teachers and administrators, to community donors for large expenditures or specific programs
- Periodically evaluating the request and evaluation process, in conjunction with the MHS Site Council, looking for opportunities for improvement

If you would like more information about the MEF, you are welcome to get current board phone numbers from MHS (707) 528-5191 or email us at [MEF@MontgomeryHighEducationFoundation.org](mailto:MEF@MontgomeryHighEducationFoundation.org).