

## ASTEFL Board of Directors FAQ Sheet

In order to make it easier for our members to apply to be a Director, this Frequently Asked Question (FAQ) document was created. We feel we have answered the questions that are most often asked of those considering applying to be an ASTEF Director. If your question is not answered here, please contact one of the Directors currently serving. We would be happy to help you.

1. *What is the time commitment for ASTEF Directors at meetings, between meetings, Area Workshops, and Convention?*

*Meetings* – At this time, ASTEF’s Board Meetings are held in September and April in Dallas beginning on Friday afternoon and ending at noon on Sunday. Prior to the start of the TSO Convention, a Board Meeting is also held. A Director is expected to be in attendance at all Board Meetings unless they are ill or some unforeseen emergency arises.

*Between Meetings* - Different committees require different amounts of time at different times of the year. Committee meetings are typically on Zoom and/or done by email. Directors do and are expected to work between Board meetings.

*Area Workshops*- Directors are assigned to present at their Area Workshop and nearby Areas if there is not a Director in that area. Often Directors are asked by nearby chapters to present an ASTEF program. If possible, Directors are encouraged to present at these chapter meetings.

*Convention* – Directors are very busy at Convention. We have many opportunities for everyone to serve and everyone is expected to help. There are sales tables, presentations for ASTEF, and the ASTEF Ticketed Event, to name a few. ASTEF is the major responsibility and commitment of Directors attending the convention.

2. *What is the financial commitment for ASTEF Directors?*

ASTEFL Directors are **expected to donate** to the Foundation. It is hard to ask others to give if you do not give yourself. Directors give to make the Foundation successful. People invest in what they believe in and we certainly expect Directors to invest in ASTEF.

Some specific things Directors currently do include: donating an online auction item when an auction is organized, purchasing a ticket to the ASTEF ticketed event (if one is held), provide door prize/s (if needed). Directors are also asked to provide and solicit donations primarily for fundraisers.

3. *How is the Board organized? What are the functions of these committees?*

The Board has a President, Secretary, and four Vice-Presidents. Each Vice President is in charge of the four different committees. New directors are assigned to one of these four committees by the President.

The four committees are listed below with a brief description of their functions:

*Programs* – Administers ASTEF Project Stipends and Aspiring Educator Grants, seeks to procure funding through grant writing, and develops criteria and guidelines for other programs not administered by TSO. The ASTEF Advocate for Education is also a part of their responsibilities.

*Marketing/Public Relations* – Develops marketing materials, prepares press releases and works with the other committees to plan and publicize the events of ASTEF.

*Advancement* – Plans specific fundraising events and programs, maintains contact with donors, promotes training of Board members about fundraising and donor recognition, and develops/implements capital giving and planned giving campaigns.

*Finance and Administration* – Advises ASTEF staff of the financial decisions of the Board, reviews investments and funds, assures that fiscal records of ASTEF are maintained at the business address, develops the operational budget for approval by the Board, ensures an annual independent audit is performed, ensures all financial filings are made in a timely manner, ensures periodic review of ASTEF Bylaws, and prepares financial reports for Board meetings and the Annual Meeting of Members.

4. *Will I be able to serve on TSO committees and be on the ASTEF Board at the same time?*

TSO Committee and Chairmen appointments are the responsibility of the TSO President Elect. However; many Directors have served on state committees in the past. The only time there might be a conflict of interest

is between the TSO Finance and ASTEF Finance Committees. Directors serving on the ASTEF Finance Committee are not allowed to serve on the TSO Finance Committee at the same time.