

ASTEFL Board of Directors Board Member (Director) Position Description of Position

General Information

The ASTEF (Alpha State Texas Educational Foundation) Board of Directors is a working board. ASTEF Directors work as a whole, and in small groups, to raise, manage and distribute funds according to the mission statement and by-laws of the foundation.

New ASTEF board members are nominated every two years by vote of the existing directors and elected by members at the ASTEF Annual Meeting. The number of new board members selected and the criteria for selection are based on the needs of the board as determined by the existing board at the time of selection.

Time Commitment

Term of service on the ASTEF board is six years beginning on July 1st of the year selected.

Other meeting obligations of board members are:

1. ASTEF Board Meetings

At the present time, the ASTEF board meets in Dallas for three days in September, three days in April, and a half day prior to the TSO convention in the city in which it is held.

2. ASTEF Annual Meeting/TSO State Convention

According to its by-laws, ASTEF is required to hold an annual meeting. It is currently held at the TSO state convention each year.

ASTEFL board members are active at TSO conventions conducting fundraisers, breakout sessions, welcoming/transiting of new board members, as well as many other convention activities and obligations.

Hotel, travel and registration expenses are paid for the director's attendance at the above meetings according to ASTEF policy.

*Please note: it is not 100% paid.

Responsibilities

1. Become familiar with ASTEF through the use of the ASTEF website, by-laws and rules, Guide Book, and all information provided by the President or Executive Committee.
2. Actively represent, contribute to, promote and support the work of ASTEF.
3. Actively participate in the work of the committee to which you are assigned by the president of the ASTEF board. Current committees include Finance, Projects, Marketing, and Advancement. Committee work occurs between and during board meetings.

Alpha State Texas Educational Foundation Texas State Organization

Outline for Submission of Application for ASTEFL Board Member (Director)

Using the outline below, please provide the applicant's qualifications to serve on the ASTEF Board of Directors. Be specific with all information giving years and locations. Include only that information that would speak to qualifications needed to serve on the board of directors of a non-profit.

1. Applicant Information:

- a. Name of applicant (Dr., Miss, Mrs., Ms.)
- b. Complete address with zip code
- c. Telephone numbers with area code: cell and home, if applicable
- d. Email address
- e. Chapter and Area
- f. Number of years in DKG

2. Please write a brief statement to include the following points as to how you are qualified to serve on the Board of Directors:

- a. Why you are interested in serving on the ASTEF Board of Directors
- b. List three of your strengths that would enhance the work of the ASTEF Board
- c. Describe special skills, talents or expertise you possess that would be applicable to the work of the ASTEF Board.
- d. Describe how you support ASTEF in your actions, as well as financially.

3. Non-Profit Board Experience, if any. List all applicable membership experience on other non-profit boards. Include all applicable offices and appointments beginning with the most recent position. In addition, include the year and list of responsibilities for each office or appointment.

- 4. Describe any training or experience you may have in budgeting/finance, organizational fundraising, grant writing and/or marketing, if any. Please include any technology training or experience you may have.**
List name of organization, type of training/experience, responsibilities.

- 5. Professional Affiliations and Community Organization involvement.**
List name of organization, position(s) held, if any, and brief description of responsibilities.

- 6. Academic background.** Begin with most recent: degrees, dates, institutions conferring.

- 7. Professional education experience.** Begin with most recent assignment. If retired, please list the last place employed and the beginning date of your retirement.

Applicant's signature _____
(if submitted by postal service)

Date _____

Please submit electronically or postmark by April 15, 2021.

Submit to: Dr. Barbara Derrick, ASTEF Nominations Chair
Email address: BLSDerrick@aol.com
Mailing Address: 4214 Bolton Ave.
Santa Fe, Texas 77510

Any questions, please call (409) 789-1602