**Arlington Education Foundation Information**

**AEF Structure**

Arlington Education Foundation includes an Executive Committee composed of the president, vice president, secretary, and treasurer, with one or more additional directors elected to the board of directors. The Board of Directors shall be composed of not less than three, nor more than twenty-five persons.

The term of office of each director will be staggered on a two-year basis. Half of the directors would change one year and the other half the next year.

**Committees**

The AEF has sub-committees within its structure. Specifically, Fundraising, Finance, Projects, DPIL, Public Relations, and Nominating Committee.

The Fundraising Committee is charged with the task of coming up with, getting Board approval for, organizing, scheduling, and conducting fundraising efforts to raise funds for AEF purposes. All Board members are encouraged to help during the actual events, as their schedules allow.

The Finance Committee assists the Treasurer by auditing bank statements, writing thank you notes to donors, and meeting as required discussing financial goals and procedure for the AEF.

The Projects Committee meets to organize the dispersal of applications for mini grants in the spring and fall. After applications are received, this committee reviews all applications for approval/rejection using a rubric. The Committee Chair attends a regular APS School Board meeting to present the funds to be donated to APS and ask for school board approval of the donation.

The Dolly Parton Imagination Library Committee oversees the acquisition of grants for, and administration of, this program provides free books to preschool age children in our community.

The Public Relations Committee is responsible for maintaining a visible presence for the AEF in the Arlington community. This is achieved via our Facebook page, brochures, letters, and other advertising measures.

The Nominating Committee is responsible for nominating Board members for vacancies on the Executive Committee. It is also responsible for inviting community members to serve as regular members as positions come open on the AEF Board of Directors.

**Time Commitment Required of AEF Board Members:**

1. One Board meeting (1.5 hours) at 5:30 P.M. on the first Wednesday of each month.
2. Membership on two committees. Meetings held as determined by the Committee Chairs.
3. Summer retreat in July or August, typically a 3:00 P.M. to 7:00 P.M. event that includes a potluck dinner.
4. Attending and helping with Foundation fundraising events. Time commitment is dependent upon quantity and duration of fundraisers.
5. Terms of office on AEF Board are typically two years. Of course, you are welcome to serve longer. Serve on two sub-committees within AEF.

**How Do I join AEF?**

1. Once invited, plan to attend two regular monthly Foundation meetings. Meetings are held on the first Wednesday of each month at 5:30 P.M. in the Washington room at the APS District Office.
2. After you have attended two meetings, please complete the AEF Board Member Application available on our website at ArlingtonEdFoundation.org. Submit your completed application to the Nominating Committee via email: info@arlingtonedfoundation.org.
3. Once the Nominating Committee receives an application it will be reviewed. The Nominating Committee will make a recommendation to the Board via email. If your application is approved, you will be invited to the following regular AEF meeting where you will be recommended to the Board and a vote will take place. The outcome of the vote will determine whether or not you become a board member.

**AEF Board Member Qualities:**

A potential AEF Board member is community minded and interested in improving the educational experience of Arlington School District students. An ideal Board member enjoys working with others in a team environment, is comfortable with fundraising activities and requesting donations of businesses and individuals. Serving for AEF requires specific skills in these areas: organizing and conducting fundraisers, business experience, and financial acumen, contacting individuals or businesses for financial donations. A Board member has the ability to consistently attend the regular meetings.