

SAN BRUNO

Community Foundation

Call for Applications: Service on the San Bruno Community Foundation Board of Directors

March 6, 2019

About SBCF

The San Bruno Community Foundation is the nonprofit organization created by the City of San Bruno to administer the \$70 million in restitution funds received from PG&E after the devastating 2010 gas pipeline explosion in San Bruno's Crestmoor neighborhood. The Foundation's mission is to serve the San Bruno community by investing in projects, programs, services, and facilities that have significant and lasting benefits. Through making grants, leveraging partnerships, and taking advantage of other resources, the Foundation assists and enables the community to maximize shared investments and realize their subsequent enhancements and benefits.

The Foundation focuses on projects, programs, and initiatives that promote a healthy, vibrant, and equitable San Bruno community, especially where it can serve as a catalyst for significant enhancements in the quality of life for those who live and work in San Bruno. Current Foundation programs include the Crestmoor Neighborhood Memorial Scholarship, the Community Grants Fund, and strategic initiatives with the City of San Bruno, the San Bruno Education Foundation, and the Capuchino High School Alumni Association. The Foundation has earmarked up to \$50 million for the design and construction of a new recreation and aquatics center in San Bruno City Park.

The Foundation maintains a small office in San Bruno and is currently staffed by a full-time executive director, with additional support from accounting, program, and information technology consultants. For more information, visit the Foundation's website at www.sbcf.org.

Openings on the Board of Directors

The Foundation is governed by a seven-member Board of Directors appointed by the San Bruno City Council. Board terms are four years in length, and Board Members may serve up to two consecutive terms. At the end of 2019, three current Board Members will conclude their second terms on the Board, and the City Council will appoint three individuals to serve four-year terms commencing on January 1, 2020, and concluding on December 31, 2023.

Expectations of the Board as a Whole

The Board supports the work of the Foundation and provides mission-based leadership and strategic governance. While day-to-day operations are led by the Foundation's executive director, the Board-executive director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

As the organization's governing body and to satisfy its fiduciary duties, the Board is responsible for:

- Determining the mission and purposes of the organization
- Selecting and evaluating the performance of the executive director
- Strategic and organizational planning
- Approving the Foundation's annual budget, audit reports, and material business decisions
- Ensuring strong fiduciary oversight and financial management
- Approving and monitoring SBCF's programs and services
- Enhancing SBCF's public image
- Assessing its own performance as the governing body of SBCF
- Fundraising and resource development

Expectations of Individual Board Members

Each individual Board Member is expected to:

- Know the organization's mission, policies, programs, and needs
- Faithfully read and understand the organization's financial statements
- Represent the Foundation to stakeholders and the broader San Bruno community and act as an ambassador and advocate for the organization
- Leverage connections, networks, and resources to develop collective action to fully achieve SBCF's mission
- Prepare for, attend, and conscientiously participate in Board meetings
- Participate fully on committees, as needed
- Follow the Foundation's bylaws, policies, and board resolutions
- Carry out his/her duties as a Board Member consistent with the following obligations: duty of care¹, duty of loyalty², and duty of obedience³
- Follow all applicable conflict of interest, ethics, and confidentiality policies and applicable laws, including submitting an annual conflict-of-interest disclosure statement, filing a Form 700 with the California State Fair Political Practices Commission as an appointed local official, and completing AB 1234 ethics training⁴

Board Terms/Participation

Foundation Board Members serve staggered four-year terms. Board Members may serve two consecutive terms. A Board Member may be reappointed two years after serving consecutive terms.

¹ The duty of care describes the level of competence that is expected of a Board Member and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a Board Member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

² The duty of loyalty is a standard of faithfulness; a Board Member must give undivided allegiance when making decisions affecting the organization. This means that a Board Member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

³ The duty of obedience requires Board Members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission.

⁴ Please note that Members of the Board of Directors and their spouses, domestic partners, and children are not eligible to apply for the Crestmoor Scholarship. Also note that the Foundation is unable to award grants to nonprofit organizations or other entities where a Board Member has a financial interest.

All meetings of the Board of Directors, or any standing committee thereof, is called, noticed, held, and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the California Government Code). The Board of Directors takes no action other than at a meeting called.

Under its regular meeting schedule, the Board meets on the first Wednesday of each month at 7:00 p.m. at the San Bruno Senior Center, although, based on current work flow, the Board may not hold its regular meeting each month or may add special meetings as needed. For example, over the course of 2018, the Board met six times (five regular meetings and one special meeting). Two Board Members serve on the Investment Committee, which meets on the third Wednesday of February, May, August, and November at 4:30 p.m. at San Bruno City Hall. Other standing and ad hoc committees meet on an as-needed basis.

The time commitment required of Board Members varies from month to month and week to week, depending on a particular Board Member's committee assignments, status as an officer, participation on other special projects, as well as whether a Board meeting is scheduled. Officers, especially the president, may spend upwards of 40 hours a month on Foundation business, while other Board Members may dedicate four to ten hours a month to the Foundation.

Board Members serve without compensation.

Qualifications

We seek individuals who are passionate about the Foundation's mission and who have a robust track record of engagement in the San Bruno community to serve on the SBCF Board.

Candidates should have:

- A strong commitment to the Foundation's mission
- Engagement in the San Bruno community
- A sincere desire to serve the San Bruno community and see it thrive
- Strong interpersonal skills and an affinity for cultivating relationships and convening, facilitating, and building consensus among diverse individuals
- A broad, open-minded, big-picture perspective when approaching issues
- Strong analytical skills
- A commitment to transparency and openness
- Personal qualities of integrity, credibility, dependability, and a passion for improving the quality of life in San Bruno

Board Members should include individuals with particular expertise in areas applicable to the operation of a nonprofit organization, such as financial, investment, legal, philanthropic, or community-based programs. Board Members are not required to live in San Bruno, although a majority of Board Members must be residents of the City of San Bruno. Among non-residents, preference may be given to representatives of a business or other entity located in or with a substantial interest in the City. Members of the San Bruno City Council may not concurrently serve on the Foundation Board of Directors.

Individuals of diverse backgrounds are welcome and encouraged to apply.

Application Process

To apply, interested individuals must complete and submit an online application at www.sbcf.org by 5:00 p.m. on Wednesday, April 3, 2019. The application includes a short form and several narrative questions. Applicants must upload a current resume in PDF format. Individuals lacking access to a computer or otherwise seeking assistance with completing the application may contact Executive Director Leslie Hatamiya at lhatamiya@sbcf.org or (650) 763-0775.

Please be advised that submitted applications (with the exception of personal identifying information) may be subject to disclosure under the California Public Records Act.

All completed applications submitted by the deadline will be reviewed by the Foundation's Ad Hoc Committee on Board Development, which will likely interview selected applicants in May. The Foundation Board plans to submit a list of recommended finalists along with all submitted applications to the San Bruno City Council in June. The City Council intends to make appointments to the Foundation, for Board terms beginning on January 1, 2020, during the summer of 2019.

Finalists must undergo and pass a credit and criminal background check before appointment.

Newly appointed Board Members will be expected to attend Board orientation and training sessions, which may take place beginning as early as fall 2019.