

SAN BRUNO

Community Foundation



SAN BRUNO COMMUNITY FOUNDATION BOARD RECRUITMENT



APPLICATION DEADLINE:
May 5, 2023 by 5:00 p.m.



EMAIL YOUR COMPLETE
APPLICATION PACKET:
CityClerk@sanbruno.ca.gov



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. On September 9, 2010, tragedy struck San Bruno when a high-pressure natural gas pipeline owned and operated by PG&E exploded and ignited a massive fire, which destroyed 38 homes, damaged 70 others, killed eight people, injured 66 more, and devastated a previously peaceful suburban community. In addition to compensation to those directly impacted and to the City for expenses incurred related to the explosion, the City of San Bruno reached a restitution settlement agreement with PG&E, which called for the City to establish a not-for-profit organization charged with determining the use of the funds and administering them for the long-term benefit of the San Bruno community as a whole.

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. The Foundation has made diversity, equity, and inclusion a priority in its programs, operations, and communications. Current Foundation programs include the Crestmoor Neighborhood Memorial Scholarship, the Community Grants Fund, and strategic initiatives with the City of San Bruno, San Bruno Park School District, San Bruno Education Foundation, and the Capuchino High School Alumni Association. Of note, the Foundation has awarded grants totaling up to \$51.5 million for the design and construction of the new San Bruno Recreation and Aquatic Center in San Bruno City Park.

The Foundation is a California nonprofit public benefit corporation as well as a 501(c)(3) public charity. The Foundation maintains a small office in San Bruno and is currently staffed by a full-time executive director and a part-time program manager, with additional support from accounting 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. There is currently one vacancy on the Board due to the recent resignation of a Board member. In addition, at the end of 2023, three current Board members will conclude their first terms on the Board. The San Bruno City Council will



appoint one individual to serve a partial term beginning at the time of appointment and concluding on December 31, 2025, and three individuals to serve four-year terms commencing on January 1, 2024, and concluding on December 31, 2027.

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
- Continuing 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
- Developing resources



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 their fiduciary duties as a Director of a California nonprofit public benefit corporation, including as set forth in California Corporations Code Section 5231
- 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 training*

BOARD TERMS / PARTICIPATION

Under the Foundation's bylaws, 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. 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. 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

**Please note: 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.*

scheduled. Officers, especially the president, may spend upwards of 25 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 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
- A deep understanding of the Foundation's origins, the restitution settlement, and the sacrifices endured by community members resulting from the 2010 gas pipeline explosion
- 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, and dependability

Board Members should include individuals with particular expertise in areas applicable to the operation of a nonprofit organization, such as finance, investments, marketing and communications, law, philanthropy, or community-based programs.



Under the Bylaws, 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. The Foundation continues to prioritize diversity, including diversity among its Board members in terms of expertise, experience, background, and demographics.

APPLICATION AND APPOINTMENT PROCESS

To apply, interested individuals must complete and submit an application on Friday, May 5, 2023 by 5:00 p.m. Please email your completed application to the City Clerk's Office at CityClerk@sanbruno.ca.gov by the date and time detailed above.

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



The San Bruno City Council will review all completed applications submitted by the deadline and, along with two current members of the Foundation Board, interview selected applicants. The City Council intends to make appointments to the Foundation Board, both for the partial term that will start immediately and for the three terms that begin on January 1, 2024, by early summer.

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



SAN BRUNO
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APPLICATION FOR APPOINTMENT TO THE SAN BRUNO COMMUNITY FOUNDATION BOARD OF DIRECTORS

Application Deadline: Friday, May 5, 2023, 5:00 p.m.

Email your complete application packet consisting of the following items to the City Clerk's Office at CityClerk@sanbruno.ca.gov by the deadline above:

- This completed application form
- Your responses to the four narrative questions
- Your resume

1. APPLICATION FORM

First Name: _____ Last Name: _____

Email: _____

Preferred Phone Number: _____ Mobile Home Work

Street Address: _____

City: _____

State: _____

Postal Code: _____

San Bruno Resident?

Yes

No

If a San Bruno Resident,
how long have you lived in San Bruno? _____ years

Current Occupation: _____

Employer: _____

City of Employment: _____

2. NARRATIVE QUESTIONS

1. Please share your interest in serving on the Board of Directors of the San Bruno Community Foundation and your commitment to the Foundation's mission. Include any highlights of your engagement in and commitment to your community. (No more than 500 words.)

2. NARRATIVE QUESTIONS (CONT.)

2. What relevant professional, volunteer, and personal experience, skills, expertise, education, qualities, and other qualifications would you bring to the San Bruno Community Foundation as a Board Member? Please include any past nonprofit Board experience. (No more than 500 words.)

2. NARRATIVE QUESTIONS (CONT.)

3. Please share at least one example demonstrating your interpersonal skills and/or your ability to cultivate relationships and convene, facilitate, and build consensus among diverse individuals. Examples can come from a professional, volunteer, or personal context. (No more than 250 words.)

2. NARRATIVE QUESTIONS (CONT.)

4. Are you willing to make the necessary time commitment service on the Foundation Board requires? What other volunteer commitments do you have or plan to make during the term you are applying for? (No more than 250 words.)

3. RESUME

Please attach your current resume.

We prefer receiving all three items in PDF format, although Word documents for responses to the narrative questions and your resume will be accepted.



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