



Mount Diablo Music Education Foundation  
 25-A Crescent Drive, #165, Pleasant Hill, CA 94523  
[www.mdmusicfoundation.org](http://www.mdmusicfoundation.org)

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**Our Mission:** *MDMEF is dedicated to ensuring all students in the Mount Diablo Unified School District have equal access to quality Music Education.*

**Prospective Board Member Questionnaire**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation/Position: \_\_\_\_\_

Employer: \_\_\_\_\_

Have you ever served on a Board of Directors of a non-profit agency or organization, including MDMEF?  
 If yes, please describe, including dates served.

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 \_\_\_\_\_  
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Have you held other leadership positions in community organizations? Please describe.

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MDMEF Board of Directors is a working Board in addition to being its governing/policy making body. Board members are required to serve on committees that deal with fundraising, community outreach, program development, governance, etc. Based on your experience and skills, what do you anticipate would be your primary contribution(s) to the work of the board and its committees?

\_\_\_\_\_  
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What are your reasons for wanting to be on the Board of Directors of MDMEF?

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We thank you for your interest in serving!

MDMEF Board of Directors

The MDMEF Board uses a committee structure to carry out its work. Currently, our monthly Board meetings are held on the 2<sup>nd</sup> Wednesday of each month from 7-9 p.m. Committee meetings are held as determined by its members.

Each committee is charged with some aspect of the organization's functions, and each is chaired by a board member. The following are the current standing committees:

**Fundraising Committee:** This committee is charged with setting goals for fundraising, establishing procedures and approaches for fundraising, conducting fundraising activities and making recommendations to Board. This committee serves as a "clearinghouse" for those who come forward with fundraising ideas to insure consistency.

**Grants Committee:** The Grants Committee is responsible for detailing our grants and granting process subject to the Board's approval. The Grants Committee reviews grant requests and makes recommendations to the board on proposed grants.

**Nominating and Governance Committee:** This committee recommends criteria for being on the Board of Directors, officer appointments and new members for the Board and reviews matters related to the governance of the organization, such as the composition of committees, initial vetting of conflicts of interest, changes to our charter documents, etc.

**Outreach Committee:** This committee is responsible for identifying outreach and communication opportunities and coordinating efforts, thereby implementing MDMEF's second major goal of increasing community awareness and engaging the schools and community. This committee designs and develops all materials that support the approved activities of MDMEF. They insure that a consistent clear message is presented and create a consistent look and feel for all materials.