



## **LFHS Foundation**

### **Board Member Expectations, Roles and Responsibilities**

#### **◆ *Participate in the Foundation's Work***

Board members provide oversight for the Foundation and its programs, ensuring high quality and consistency with the organization's mission and goals. ***Each board member is asked to:***

- Regularly attend and actively participate in board meetings. (1.5 hrs/month)
- Serve on at least one committee and participate in committee-level meetings, planning, and activities. (See below for time commitments.)
- Serve a three-year term on board.

#### **◆ *Ensure Adequate Resources***

The LFHS Foundation will only be successful if it has the financial and human resources to fulfill its mission and purpose. *Leading by example is extremely important.* ***Each board member is asked to:***

- Contribute an annual monetary donation in the Foundation's fall campaign.
- Assist in identifying, cultivating and securing other financial and human resources through their personal contacts, networks, and spheres of influence.

#### **◆ *Enhance the Foundation's Public Image***

Board members impact the public image of the Foundation. As advocates for the Foundation's mission and programs, board members are the key to a sustainable base of supporters and friends in the community. ***Each board member is asked to:***

- Attend and participate in Foundation events (including the annual Showcase event), both to provide support and represent the organization.
- Serve proactively as ambassadors for the Foundation by educating their friends, peers, and colleagues about the organization and its work.

## Executive Board Responsibilities

### **\*\* Executive Board consists of Chair, Secretary, Treasurer, Vice-Chairs of Development, Communications, Grants, Nominating, and Planning**

In addition to general board member responsibilities, the Executive Board members are asked to:

- ◆ Provide organizational governance by establishing and monitoring the processes and policies by which the Foundation conducts its business.
- ◆ Ensure effective strategic and organizational planning.
- ◆ Understand the financial health of the organization and accept shared responsibility for financial oversight through review of financial reports and audits.
- ◆ Indoctrinate new members to the board.
- ◆ Regularly attend and actively participate in Exec Board meetings. (2 hrs/month)
- ◆ Serve a two-year term on Executive Board.

### **Chair\*\***

- Sets board's annual agenda
- General management of Foundation business
- Presides over Board and Executive Committee meetings
- Represents Foundation in outside meetings, public appearances
- Acts as liaison with D115 Administration
- **Skills needed:** Prior experience as LFHS Foundation Board Trustee, Exec Committee experience preferred

### **Secretary\*\***

- **Board meeting support**
  - Prepare agenda, take and issue minutes
  - Establish meeting dates, reserve meeting space, send reminders and other notices
  - Maintain board directory contact information
  - Prepare name place cards
- **Maintain Google Docs**
  - Act as "owner" of Google Docs
  - Responsible for uploading information
  - Maintain access lists and permissions
- **Skills needed:** Organized, attention to detail, writing

### **Treasurer\*\***

- **Recognition of Donations**
  - Maintain all accounting records/files/donor listings, deposit funds and send acknowledgement letters for donations.
- **Grant and Operating Expenses**
  - Maintain all accounting records/invoices and pay all approved grants and expenses.

- **Investment of Funds**
  - Invest funds in accordance with an Investment Policy and assure cash flow needs are met
- **Financial Reports**
  - Reconcile all bank accounts monthly and maintain accounting records/files and provide monthly financial statements to the board.
- **Annual Financial Audit**
  - Complete work papers for independent audit at fiscal year end, close books, and file 990 and IL990.
- **Skills needed:** Knowledge of QuickBooks, accounting/finance background  
Previous Treasurer Experience for other volunteer groups preferred desired

## Committee Assignments

In addition to general board member responsibilities and executive board member responsibilities (where applicable), there are specific committee assignments with additional time commitments. These are:

<b><i>Development Committee</i></b>
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### **Vice Chair, Development \*\***

#### **Direct Mail Campaign Initiatives**

- Plan, manage, and execute direct mail campaigns to all markets (Aug/Sept, November, February)
- **Skills needed:** Time and project management, attention to detail, writing skills desired

#### **Showcase Event (2)**

- Coordinate and lead team for all details of spring showcase fundraising event, i.e. 2011 Luncheon
- **Skills needed:** Project coordination, time-management, detail-oriented, team leadership

#### **Community Sponsorships (3)**

- Build relationships with targeted corporations, local businesses/professional offices, and local foundations to generate sponsorships (co-marketing, in kind and/or financial donations) in support of the Foundation.
- **Skills needed:** Networking, writing and presentation skills

#### **Database Management**

- Develop and maintain a comprehensive program for data management.
- Make corrections and additions to all database records, including potential target and donor information.
- Design, write, and implement reports for advancement of system.
- Facilitate all development deliverables including: mail merge, labels; lists, reports, etc.

- **Skills needed:** Experience with database management systems and report writing tools preferred. Strong knowledge of Excel and willingness to learn Salesforce.com database.
- **Time Commitment:** Peak commitment August/September due to data entry requirements. Monthly commitment varies depending on donor activity or required mailings

<b>Communications Committee</b>
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### Vice Chair, Communications \*\*

#### Public Image Manager

- Manage relationships with other LFHS organizations
- Manage relationships with local media
- Identify and coordinate publicity opportunities for various Development and Communication programs
- Maintain display case
- **Skills needed:** Presentation, writing, liaison, creative, graphic design/photography skills a real plus
- **Time Commitment:** Monthly

#### e-Communications/Grants Communications Manager

- Coordinate grant profile video production
- Create e-newsletter; analyze results
- Draft entries for Highlights, Website
- Maintain web site
- **Skills needed:** Writing, project coordination, computer literacy, graphic design/photography skills a real plus
- **Time Commitment:** Monthly

#### Special Events Manager (Image Building)

- Coordinate details of smaller image-building events: Book Buy, Curriculum Night, Grant Day, Teacher Appreciation
- Coordinate third-party promotions (Sunset, escrip)
- **Skills needed:** Project coordination, attention to detail, creative, graphic design/photography skills a real plus
- **Time Commitment:** Monthly special events

#### Graphic Designer

- Responsible for the design of all materials required by the various development, communications and grants programs
- Maintain inventory of all stationery and other collateral materials (signage, posters, etc.)

## **Grants Committee**

### **Vice Chair, Grants \*\***

#### **Department Liaisons (4)**

- Serve as department liaison to 3 – 5 departments promoting the Foundation and advising on prospective grant applications and processes.
- Review and evaluate all applications submitted for funding.
- Develop and present fund recommendations to the Board of Trustees.
- Ensure successful implementation of awards.
- **Time commitment:** Pre-dominantly in March/April

## **Nominating Committee**

### **Vice Chair, Nominating \*\***

- Draft and revise, when necessary, the summary of expectations for general board trustee, executive board member and specific committee assignments.
- Draft and revise, when necessary, the LFHS Foundation Board application.
- Manage “timeline” for board members and determine new board member needs
- Seek recommendations for potential board members and be available to discuss time commitments and responsibilities with interested individuals
- Vet potential candidates from application pool
- Assist in the development of training session for newly appointed members; attend new member reception and training program
- **Structure:**
  - Nominating Vice-Chair
  - 3 trustees (1 ea from Development, Communications, Grants Committees)
  - Chair of LFHS Foundation Board
- **Time commitment:** Pre-dominantly in March & April

## **Other Trustee Positions**

### **Assistant Treasurer**

- Serve as a voting member of the grants committee (without liaison responsibilities)
- Responsible for the Luncheon reservations / checkout process
- Assists the Treasurer on as needed basis

- After a one-year term, the Assistant Treasurer advances to either the Treasurer or Database Manager position.

**Advisory Board Liaison**

- Acts as the primary contact to the Advisory Board.
- Coordinates meetings, sets agendas, and reviews input with the board
- Recruits new members as needed.