



LAKE FOREST HIGH SCHOOL FOUNDATION

General 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.
- Serve on at least one committee and participate in committee-level meetings, planning, and activities. (See below for time commitments.)
- Serve a two-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, both to provide support and represent the organization.
- Serve proactively as ambassadors for the Foundation by educating friends, peers, and colleagues about the organization and its work.

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

Additional Board Member Expectations, Roles and Responsibilities

Executive Committee

The purpose to the Executive Committee is 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. Educate and mentor new members to the board.

Executive Committee Members are expected to:

- ◆ Attend and actively participate in Exec Board meetings.
- ◆ Serve a two-year term on Executive Board.

Chair

- Sets board's annual agenda and goals in collaboration with leadership and membership.
- Presides over Board and Executive Committee meetings
- Works with Business Incubator team to ensure effective leadership of volunteer solicitation and onboarding, MVP & Academic Pitch Weeks and Pitch Night. Serving as event emcee for Pitch Night.
- Represents Foundation in outside meetings, public appearances, school board meeting (annually)
- Acts as liaison with D115 Administration. Works with the District 115 Administration to insure the LFHS Foundation's Mission is effectively represented/clearly communicated during the annual on-line registration process.
- Manage insurance, organizational documentation, and all service agreements and contracts (Tax Exempt Status, GiveSmart, Weebly, Zenfolio, Zoom, Constant Contact, etc.)
- **Skills needed:** Prior experience as LFHS Foundation Board Trustee, Exec Committee experience preferred

Secretary

- **Board meeting support**
 - Collaborate with Chair to prepare agenda, take and issue minutes
 - Manage meeting dates, reserve meeting space, send reminders and other notices
 - Maintain board directory contact information
 - Prepare name place cards – if needed.
 - Maintain records of Board and Executive Committee activities, deliberations, and actions.
- **Skills needed:** Organized, attention to detail, writing, comfort with use of technology for generating minutes, communicating with Board, sending out meeting invites.

Treasurer & Assistant Treasurer*

*Responsibilities will be shared between Treasurer and Assistant Treasurer as agreed between the two individuals performing the roles. **Treasurer serves on the Executive Committee.***

**Assistant Treasurer does not serve on the Executive Committee.*

- **Recognition of Donations**
 - Maintain all accounting records/files/donor listings, deposit funds and send acknowledgement letters for donations.
 - Work with the District 115 Administration to secure the appropriate InfoSnap on-line registration data.
 - Collaborate with Chair and Vice Chair of Communications to draft donor letter.
 - Maintain all accounting records, deposit funds and support event co-chairs in sending acknowledgement letters for donations and purchases related to the Special Event (Luncheon)
- **Grant and Operating Expenses**
 - Maintain all accounting records/invoices and pay all approved grants and expenses.
- **Investment of Funds**
 - Invest funds with Executive Committee input to 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 Executive Committee and Board.
- **Annual Financial Audit & Tax Returns**
 - Complete work papers for independent audit at fiscal year end, close books, and file 990 and IL990. Work with accountants to provided needed documents and records.
- **Maintain Financial Records**
 - Update and manage Foundation database (currently in an Excel spreadsheet).
 - Make corrections and additions to all database records as needed
 - Provide reports as needed – usually only August/September & May.
- **Skills needed:** Knowledge of QuickBooks, accounting/finance background, Strong knowledge of Excel helpful. Ability to write macros, or figure out how to merge data from different sources is a plus. Previous Treasurer Experience for other volunteer groups preferred desired

Vice Chairs all serve on the Executive Committee and their duties are outlined under the committees they lead.

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

Additional Board Member Expectations, Roles and Responsibilities

Other Trustee Positions without Specific Committee Responsibilities

APT/Booster Liaison

- Responsible for attending APT and Booster meetings to report on the current Foundation Activities
- Represent the Foundation interests and notify the Foundation Exec Board of APT and/or Booster activities impacting the Foundation
- Report monthly to the Foundation trustees the activities of the APT and Booster board
- Maintain good relations between the parent boards

Technology Liaison

- LFHS staff member from Educational Technology Department
- Support Grants, Business Incubator, and Event Committees with any technology needs that may arise such as developing e-forms, coordinating staff video submissions, leading tech crew for Pitch Night, supporting tech needs at luncheon etc.
- Collaborate with Chair, Executive Committee members, and Faculty Liaison as needed to support the work of the LFHS Foundation.

Additional Board Member Expectations, Roles and Responsibilities

Development Committee

The Development Committee's purpose is to develop, implement, and manage the strategies, tools, and processes needed to optimize the Foundation's direct-to-community fundraising revenue. In doing so, the Development Committee is charged with working closely with the Communications Committee to create, foster, and communicate the Foundation's "brand", and insure that it is aligned with our Mission, clearly defined and differentiated from other LFHS parent organizations, and clearly communicated and highly regarded throughout the Lake Forest & Lake Bluff communities.

Vice Chair, Development

The Vice-Chair, Development is responsible for leading the Development Committee team, and taking ownership of the following specific responsibilities:

- Serve on the Executive Committee as leader of the Development Committee.
- Setting annual fundraising goals ((e.g., family participation %, event sponsorships, etc.)
- Developing, executing, implementing plans needed to meet the Foundation's fundraising goals.
- Setting direct-to-community fundraising goals, and success criteria (e.g., family participation %)
- Measuring and reporting progress to the Board on a monthly/bi-monthly basis.
- Works with Chair to insure the LFHS Foundation's Mission is effectively represented/clearly communicated during the annual on-line registration process.
- Work with Executive and Communications Committees to draft a Fall donation letter, if desired.
- Partner with the Executive and Communications Committees to develop and secure materials (e.g., posters, handouts) needed to market/communicate fundraising efforts at various LFHS events (Curriculum Night, Parent-Teacher conferences, In-coming Freshman orientation, etc.)
- Work with Treasurer and Asst. Treasurer to ensure receipt of payment from sponsors

Mailing Coordinator

- With direction from Executive, Development and Communications Committees, manage, and execute the registration tax letter mailing (Sept/Oct).
- With direction from Executive, Development and Communications Committees, manage, and execute the Fall direct mail campaign to all non-donors, if desired. (Nov)
 - Work with LFHS to secure mailing labels for all LFHS families who did not "opt-out" of sharing contact information during on-line registration
 - Partner with the Communications Committee to work with volunteers and local 3rd party provider (e.g., PostNet) to print, sort, label letters/ envelopes and drop at LFHS for mailing.
 - Secure supplies (paper, envelopes, Post-It notes, postage, etc.) for executing mailing.

Mailing Coordinator (cont.)

- Coordinate and manage letter personalization efforts with Foundation Trustees (e.g., get appropriate letters to the appropriate Trustee, set up times to personalize letters, work with D115 to secure a location for personalization activities, etc.), if such efforts are desired by the Executive, Development & Communications Committees.
- Collaborate with Event and Communications Committee to manage, and execute any additional mailings (luncheon invites, Pitch Night mailer, Registration Donation Reminder etc.) (Mar- May).
- **Skills needed:** Time and project management, attention to detail

Development Coordinators

- Work with Development Committee and Board to create/update a prospect list to use in targeting local businesses to solicit for sponsors, partners and donors for fundraising efforts (Spring Luncheon, Pitch Night, general).
- Additional responsibilities may include:
 - Working with Vice Chair and event leaders to update “Sponsorship or Partnership Opportunities Forms” that detail benefits of becoming a sponsor or partner.
 - Reach out to designated local businesses to solicit their participation and follow-up as needed
 - Track participation and provide updates to event leaders and/or Vice Chair of Development.
 - Attend Spring Luncheon or Pitch Night committee meetings and events.
- Help coordinate/implement additional fundraising efforts as needed (e.g., open house, Scout Experience for incoming freshmen, etc.)
- **Skills needed:** Networking, writing, presentation skills, and a willingness to make requests for financial support to local businesses. Microsoft Word knowledge a plus.

Additional Board Member Expectations, Roles and Responsibilities

Communications Committee

Vice Chair, Communications

Lead marketing and communications efforts to effectively promote the Foundation across all stakeholder groups: parents, administrators, staff, Board of Education, students and the community.

- Serve on the Executive Committee as leader of the Communications Committee.
- Develop an annual communications strategy and plan as well as communication plans for each major initiative or event.
- Identify publicity opportunities for Foundation programs
- Manage relationships with local media
- Ensure marketing/communications information is updated across all platforms (organization website, district website, and social media).
- Maintain display case and grant posters at LFHS in collaboration with Grants Vice Chair and Graphic Designer.
- Collaborate with Chair to draft entries for LFHS Highlights and District 115 Community Newsletter

PR/Writer

- Support execution of copy across all media platforms (social, website, email, and press).
- Serve as an editor for all major publications.
- Collaborate with Vice Chair to write press releases on major Foundation initiatives & events.
- Edit entries for LFHS Highlights and District 115 Community Newsletter drafted by Vice Chair of Communications and Chair.
- Format and send Constant Contact email communications on behalf of the Foundation with support from Chair, Vice Chair of Communications, Vice Chair of Events, and Spotlight on Grants writer. *(This responsibility may be managed by any Board member with experience needed.)*
- **Skills needed:** Writing, editing, and creativity. PR/Marketing experience a plus.
- **Time Commitment:** Monthly

Social Media Coordinator

- Develop ongoing social media presence with regular Facebook, Instagram, and Twitter posts to align with communication efforts: grant awareness, event promotion, donor, partner and sponsor solicitation and gratitude.
- Create e-newsletter for Constant Contact: analyze results
- **Skills needed:** Facility with social media platforms, writing skills and creativity. Experience with graphic design or Adobe Spark a plus.
- **Time Commitment:** Monthly

Webmaster

- Maintain web site in collaboration with Chair and Executive Committee.
- Collaborate with Board members as needed.
- **Skills needed:** Writing, project coordination, computer literacy, experience with Weebly or similar web platforms, graphic design skills a plus
- **Time Commitment:** Monthly

Spotlight on Grants

- Write 3-4 Spotlight on Grants features for distribution via email.
 - *Collaborate with Chair, Communications Vice Chair and Grants Vice Chair to determine topics for Spotlight on Grants features.*
 - *Interview appropriate faculty, staff, administrators and students for each feature.*
 - *Work with photography to support connecting those interviewed in order to get needed photos for each feature.*
 - *Edit final email once formatted to insure accuracy.*
- **Skills needed:** Writing, editing, and creativity. PR/Marketing experience a plus.
- **Time Commitment:** Monthly

Graphic Designer

- Design materials as needed by Development, Communications, Events, and Grants.
- Maintain records of all projects completed.
- Update information on Communications Google Drive.
- **Skills needed:** Graphic design, access to appropriate tools needed, creativity, and collaboration.
- **Time Commitment:** Monthly

Photographer

- Capture grants in action for website and communications.
- Take photos at Foundation events to use for website and communications.
- Provide support as needed for publicizing fundraising events.
- Maintain and organize Zenfolio photo storage account.

Grant Communications Liaison (Also a member of the Communications Committee.)

- Fulfill Grants Liaison role
- Coordinate grant profile video production with staff, Spotlight on Grants writer, Grants Vice Chair, as desired.
- Write grant descriptions in coordination with Vice Chair for publication and use on website, event programs, and for sharing in district communications and with local media.
- Support efforts to update display case and hallway posters within LFHS.
- **Skills Needed:** Enthusiasm for LFHS, comfort communicating with staff and administrators, detail-oriented, understanding of LFHS Foundation grant history, writing, presentation, project coordination, and creativity. Experience with ConstantContact and photography skills a plus.
- **Time commitment:** Monthly

Additional Board Member Expectations, Roles and Responsibilities

Grants Committee

Vice Chair, Grants

- Serve on the Executive Committee as leader of the Grants Committee.
- Serve as liaison to District around Grant related issues in collaboration with the Chair.
- Train and supervise Grant Liaisons
- Establish meeting dates in coordination with Faculty Liaison, prepare agenda, reserve meeting space, and send calendar reminders to Grants Committee
- Manage receipt and distribution of grant applications
- With Faculty Liaison, meet with and seek approval from Administration, Technology, and Building & Grounds for all grant applications prior to distribution to Grants Committee
- Lead process of vetting all grant applications for in-cycle and out-of-cycle grants.
- Work with Faculty Liaison to schedule applicant presentations for requests exceeding \$10,000.
- Prepare and present grant award recommendations to the Foundation Executive Committee and Board of Trustees in collaboration with Grant Liaisons.
- Coordinate all details for Grant Day awards and presentations
- Assign grant numbers to all grant awards for identification during payment process
- Maintain records of all grant award invoices submitted by grant recipients, approve payment requests and forward to Foundation Treasurer
- Maintain records related to grants including all applications, reimbursement forms, feedback from recipients, and a comprehensive spreadsheet organized by year and department.
- **Skills Needed:** Enthusiasm for LFHS, comfort communicating with staff and administrators, detail-oriented, project coordination, understanding of LFHS Foundation grant history, Excel experience, writing and presentation skills.
- **Time commitment:** Monthly

Grant Liaisons (4)

- Serve as liaison to one or more departments promoting the Foundation, advising on prospective grant applications and processes, and follow-up with requests for additional input or information as needed.
- Schedule fall presentation with Instructional Director for presentation to full department to solicit and encourage grant applications.
- Attend all grant review meetings
- Review and evaluate all applications submitted for funding.
- Present department funding recommendations to the Foundation Board of Trustees.
- Follow up with department to ensure successful implementation of awards and ensure that Grant Final Report is submitted to Foundation.
- **Skills Needed:** Enthusiasm for LFHS, comfort communicating with staff and administrators, detail-oriented, understanding of LFHS Foundation grant history, writing and presentation skills.
- **Time commitment:** Predominantly in September, January & February

Grant Communications Liaison (Also a member of the Communications Committee.)

- Fulfill Grants Liaison role
- Coordinate grant profile video production with staff, Spotlight on Grants writer, Grants Vice Chair, as desired.
- Write grant descriptions in coordination with Vice Chair for publication and use on website, event programs, and for sharing in district communications and with local media.
- Support efforts to update display case and hallway posters within LFHS.
- **Skills Needed:** Enthusiasm for LFHS, comfort communicating with staff and administrators, detail-oriented, understanding of LFHS Foundation grant history, writing, presentation, project coordination, and creativity. Experience with ConstantContact and photography skills a plus.
- **Time commitment:** Monthly

Faculty Liaison

- Board Trustee with voting rights.
- LFHS staff member or administrator, determined by LFHS administration.
- Collaborates with Grants Vice Chair to support solicitation, vetting, awarding, follow-up, and implementation of all grants.
- Collaborates with Chair as need arises to coordinate alignment of LFHS needs and Foundation support.

Additional Board Member Expectations, Roles and Responsibilities

Event Committee

Vice Chair, Events

- Serve on the Executive Committee as leader of the Event Committee.
- Collaborate with the Chair to oversee and coordinate the planning, implementation and evaluation of specific fundraising events, as approved by the Foundation.
- Form, manage and lead a committee of Trustees and non-Trustees in support of successfully implementing the event(s).
- Coordinate the development of event targets relative to net revenue and participation levels.
- Collaborate with co-chairs to manage the specific logistical and financial elements of the fundraising event(s)
 - coordinating event location, overseeing budgets & financials, securing & managing 3rd-party vendors to help with ticket sales, raffles, silent auctions, etc..
 - working to secure auction items, raffle items, gift bags, etc.
 - sending out tax letters to individuals and businesses
 - any other activities critical to the success of the event(s).
- Collaborate with the Vice Chair of Communications to develop and execute a plan for promoting the event and sponsors.
- Collaborate with the Vice Chair of Development to support sponsor recognition and participation in the event.
- Work with the Executive Board to ensure that event aligns with the efforts and expectations of the Foundation as a whole.
- Maintain records of all event planning, coordination, execution, and follow-up.
- **Skills needed:** Project coordination, time-management, detail-oriented, team leadership, creativity, enthusiasm for the LFHS Foundation, communication skills, and networking skills.
- **Time commitment:** Monthly with greater workload December – April

Events Co-chair (2)

- Collaborate with Vice Chair and each other to assist in leading the Events Committee as outlined above.
- Help build the event committee.
- **Skills needed:** Project coordination, time-management, detail-oriented, team leadership, creativity, enthusiasm for the LFHS Foundation, communication skills, and networking skills.
- **Time commitment:** Monthly with greater workload December – April

Additional Board Member Expectations, Roles and Responsibilities

Nominating Committee

Vice Chair, Nominating

- Serve on the Executive Committee as leader of the Grants Committee.
- Draft and revise, when necessary, the summary of expectations for general board trustee, executive board member and specific committee assignments in coordination with Chair.
- Draft and revise, when necessary, the LFHS Foundation Board application
- Manage “timeline” for collecting board member intentions, determining openings, and developing a slate to fill all needs.
- Work with Chair to establish a Nominating Committee for Board approval at the November Meeting. Nominating Committee as defined in By-Laws must include:
 - Nominating Vice-Chair
 - 3 trustees
 - Chair of LFHS Foundation Board or Chair-elect
- Collaborate with Nominating Committee to:
 - Seek recommendations for potential board members
 - Discuss time commitments and responsibilities with interested individuals
 - Vet potential candidates from application pool
 - Develop and present a recommended slate at least 30 days prior to election at the Annual Meeting in May.
- Assist Chair in the development of training session for newly appointed members; attend new member reception and training program
- Keep and manage all Nominating Committee records.
- **Time commitment:** Monthly with more intense work required January – April.

Business Incubator Committee

Vice Chair, Business Incubator

- Serve on the Executive Committee as leader of the Business Incubator Committee.
- Follow *Business Incubator Overview* for timeline and monthly responsibilities.
- Collaborate with Chair and Development Vice Chair to solicit financial support for Pitch Night.
- Coordinate community member volunteers: coaches, mentors, and judges.
 - Solicit and interview volunteers from the community
 - Provide logistical support to volunteers and solicit feedback from them
 - Partner with school personnel to provide training of volunteers
 - Coordinate communications between school personnel and volunteers.
- Collaborate with Chair, BI Committee, and staff to plan and execute Pitch Night.
- Work with school personnel to adjust the program as needed.
- Promote the program within the community, recruit investors from the community
- Update Executive Committee on program status.

- Attend MVP, Academic Pitches and Pitch Night.
- Prepare funding requests for MVP and Pitch Night Grant Awards and provide that information to the Treasurer and Assistant Treasurer.
- **Skills needed:** organized, networking capabilities, project coordination, detail oriented, creative problem solver, and enthusiasm for the BI program.

Business Incubator Co-Chair:

- Collaborates with Incubator Vice Chair for 1-2 years with the intent to then serve in the Vice Chair role for a 2-year term.
- Update fellow trustees on program status at Board meetings.
- Attend MVP, Academic Pitches and Pitch Night.
- Exact responsibilities performed will be determined in coordination with the Vice Chair to support work outlined above and in *Business Incubator Overview*.
- **Skills Needed:** organized, networking capabilities, project coordination, detail oriented, and enthusiasm for the BI program.

Pitch Coordinator

- Collaborates with Incubator Vice Chair and Co-chair to coordinate MVP and Academic Pitch Week logistics (support communication between teams and judges, provide lunch & beverages for judges).
- Supports planning and execution of Pitch Night as needed. May include printing and delivery of signage, printing, delivery and distribution of programs, as well as other event logistics.
- Attend MVP, Academic Pitches and Pitch Night.
- Exact responsibilities performed will be determined in coordination with the Vice Chair and co-chair to support pitch weeks and Pitch Night.
- **Skills Needed:** organized, detail oriented, communication, creativity, and enthusiasm for the BI program.