



## 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.*

## ***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 make adjustments to 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.