



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.

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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.