



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.

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.