



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

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.

Grant Liaisons (4) (cont.)

- 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.