



## **LFHS Foundation**

### **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. (1.5 hrs/month)
- Serve on at least one committee and participate in committee-level meetings, planning, and activities. (See below for time commitments.)
- Serve a three-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 (including the annual Showcase event), both to provide support and represent the organization.
- Serve proactively as ambassadors for the Foundation by educating their friends, peers, and colleagues about the organization and its work.

## Executive Board Responsibilities

**\*\* Executive Board consists of Chair, Secretary, Treasurer, Vice-Chairs of Development, Communications, Grants, Nominating, Special Event (Luncheon), Business Incubator**

In addition to general board member responsibilities, the Executive Board members are asked 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.
- ◆ Indoctrinate new members to the board.
- ◆ Attend and actively participate in Exec Board meetings. (2 hrs/month)
- ◆ Serve a two-year term on Executive Board.

### Chair\*\*

- Sets board's annual agenda
- General management of Foundation business
- Presides over Board and Executive Committee meetings
- Community Liaison for Business Incubator
- Lead MVP/Pitch Night Business Incubator Board-attend MVP/Academic/Pitch Night Events
- Represents Foundation in outside meetings, public appearances, school board meeting (annually)
- Acts as liaison with D115 Administration
- **Skills needed:** Prior experience as LFHS Foundation Board Trustee, Exec Committee experience preferred

### Secretary \*\*

- **Board meeting support**
  - Prepare agenda, take and issue minutes
  - Establish meeting dates, reserve meeting space, send reminders and other notices
  - Maintain board directory contact information
  - Prepare name place cards
- **Maintain One Drive Documents**
  - Act as "owner" of One Drive
  - Responsible for uploading information
  - Maintain access lists and permissions
- **Skills needed:** Organized, attention to detail, writing

## **Treasurer\*\***

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

- **Recognition of Donations**
  - Maintain all accounting records/files/donor listings, deposit funds and send acknowledgement letters for donations.
  - Maintain all accounting records, deposit funds and send acknowledgment 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 in accordance with an Investment Policy and 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 board.
- **Annual Financial Audit**
  - Complete work papers for independent audit at fiscal year end, close books, and file 990 and IL990.
- Update Financial Information on OneDrive
- **Skills needed:** Knowledge of QuickBooks, accounting/finance background  
Previous Treasurer Experience for other volunteer groups preferred desired

## **Committee Assignments**

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

<b><i>Development Committee</i></b>
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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:

- Developing and executing an annual plan/timeline detailing the specific activities being utilized to attain the Foundation's direct-to-community fundraising goals.

- Developing and implementing the tools, events, and processes needed to attain the Foundation's direct-to-community fundraising goals.
- Setting direct-to-community fundraising goals, and success criteria (e.g., family participation %)
- Measuring the Foundation's success relative to achieving our annual direct-to-community fundraising goals and reporting progress to the Board on a monthly/bi-monthly basis.
- Working with the District 115 Administration to insure that the LFHS Foundation's Mission is effectively represented/clearly communicated during the annual on-line registration process.
- Working with the District 115 Administration to secure the appropriate InfoSnap on-line registration data.
- 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.)
- Coordinate third-party promotions (Sunset, escrip, local business events)
- Ensure all Development Committee Information is updated on OneDrive

### **Mailing Coordinator**

- Plan, manage, and execute the Fall direct mail campaign to all non-donors (Oct/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
  - Work with local 3<sup>rd</sup> party provider (e.g., PostNet) to print, sort, and label letters/envelopes
  - Work with Vice-Chair, Development to write Fall donation letter, and then get final approval from District 115 Administration (Communication Director)
  - Coordinate letter personalization efforts with Foundation Trustees
  - Secure supplies (letterhead, envelopes, Post-It notes, postage, etc.) necessary to send out the mailing
- Manage the personalization efforts of the 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.) Plan, manage, and execute the In-coming Freshmen mailing (Jan/Feb)
  - Work with LFHS to secure mailing labels for registered in-coming Freshmen families
  - Work with Vice-Chair, Development to write In-coming Freshmen informational letter, and then get final approval from District 115, District 65, and St. Mary's administrations.
  - Copy mailing labels prior to putting them on envelopes to use for Spring Luncheon invitations
  - Stuff & label envelopes
  - Return stuffed envelopes to LFHS for bulk mailing in advance of In-coming Freshman orientation (usually early February)
- **Skills needed:** Time and project management, attention to detail, writing skills desired

### **Community Engagement Coordinator – Spring Luncheon**

- Work with Vice-Chair, Development and fellow Community Engagement Coordinator(s) to create/update a “Corporate Prospect List” to use in targeting local businesses to solicit for various fundraising efforts (Spring Luncheon, Pitch Night, general)
- As a member of the Spring Luncheon committee, develop, implement, and manage the luncheon’s sponsorship program.
  - Help develop Spring Luncheon “Sponsorship Opportunities Form” that details benefits of sponsoring the luncheon
  - Reach out to designate local businesses to solicit their participation/sponsorship and follow-up as needed
  - Track participation and provide updates to the Spring Luncheon committee
  - Work with Treasurer and Asst. Treasurer to ensure receipt of payment from sponsors
  - Attend Spring Luncheon committee meetings, and event itself
- Help coordinate/implement additional fundraising efforts as needed (e.g., securing events for “Foundation Month”, sitting tables at LFHS events, etc.)
- **Skills needed:** Networking, writing and presentation skills, Microsoft Word knowledge a plus

### **Community Engagement Coordinator – Pitch Night**

- Work with Vice-Chair, Development and fellow Community Engagement Coordinator(s) to create/update a “Corporate Prospect List” to use in targeting local businesses to solicit for various fundraising efforts (Spring Luncheon, Pitch Night, general)
- As a member of the Pitch Night committee, develop, implement, and manage Pitch Night’s sponsorship program.
  - Help develop Pitch Night “Sponsorship Opportunities Form” that details benefits of sponsoring the event
  - Reach out to designate local businesses to solicit their participation/sponsorship and follow-up as needed
  - Track participation and provide updates to the Pitch Night committee
  - Work with Treasurer and Asst. Treasurer to ensure receipt of payment from sponsors
  - Attend Pitch Night committee meetings, and event itself
- Help coordinate/implement additional fundraising efforts as needed (e.g., securing events for “Foundation Month”, sitting tables at LFHS events, etc.)
- **Skills needed:** Networking, writing and presentation skills, Microsoft Word knowledge a plus

### **Database Manager**

- Update and manage Foundation database (currently in an Excel spreadsheet).
- Make corrections and additions to all database records, including potential target and donor information.
- Provide reports as needed.
- Work with Mailing Coordinator to secure In-coming Freshman label information, and input into database.
- Work with Community Engagement Coordinator – Spring Luncheon to create labels for luncheon invitations (outside of what LFHS can provide)

- **Skills needed:** Strong knowledge of Excel is required. Ability to write macros, or figure out how to merge data from different sources is a plus.
- **Time Commitment:** Peak commitment August/September due to data entry requirements. Monthly commitment varies depending on donor activity or required mailings

<b>Communications Committee</b>
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### **Vice Chair, Communications \*\***

Lead marketing and communications efforts to effectively promote the Foundation across all stakeholder groups-Parents, Teachers, Students and the Community. Drive image-building activities including:

- Developing an annual communications strategy and plan
- Identifying publicity opportunities for Foundation programs
- Managing relationships with local media
- Ensure marketing/communications information is updated on OneDrive

### **Social Media Manager**

- Develop ongoing social media presence with regular Facebook updates (weekly)
- Execute Twitter communication as appropriate
- Create e-newsletter for Constant Contact: analyze results
- Maintain display case
- **Skills needed:** Presentation, writing, liaison, creative, photography skills a real plus
- **Time Commitment:** Monthly

### **Copywriter**

- Execute copy across all media platforms
- Write press releases on major Foundation events
- Draft entries for LFHS Highlights and District 115 Community Newsletter
- Update information on OneDrive
- **Skills needed:** Presentation, writing, liaison, creative
- **Time Commitment:** Monthly

### **Graphic Designer**

- Design all materials required by the various development, communications and grants programs
- Maintain inventory of all stationery and other collateral materials (signage, posters, etc.)
- Update information on OneDrive
- **Skills needed:** Presentation, liaison, creative, photography skills a plus
- **Time Commitment:** Monthly

### **Webmaster**

- Maintain web site

- **Skills needed:** Writing, project coordination, computer literacy, graphic design/photography skills a plus
- **Time Commitment:** Monthly

#### **Grant Communications Manager (also serves Liaison role on Grants)**

- Coordinate grant profile video production
- Draft entries for Highlights, Website
- Coordination details of smaller image-building events: Curriculum Night, Grant Day, Teacher Appreciation
- Update Grant information on OneDrive
- **Skills Needed:** Writing, project coordination attention to detail, creative, photography skills a plus
- **Time Commitment:** Monthly

<b>Grants Committee</b>
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#### **Vice Chair, Grants \*\***

- Train and supervise Grants Committee department liaisons and fulfill a Grants Liaison role
- Establish meeting dates **with assistance of 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 vetting of grant applications
- Work with Faculty Liaison to coordinate applicant presentations for grant requests exceeding \$10,000
- Prepare and present grant award recommendations to the Foundation Executive Board and Trustees
- Coordinate all details for Grant Day awards and presentations
- Maintain OneDrive

#### **Department Liaisons (4)**

- Serve as liaison to one or more departments promoting the Foundation and advising on prospective grant applications and processes.
- Schedule fall presentation with Instructional Director for presentation to full department
- Attend all grant review meetings
- Review and evaluate all applications submitted for funding.
- Present department funding recommendations to the Foundation Trustees.
- Follow up with department to ensure successful implementation of awards and ensure that Grant Final Report is submitted to Foundation.
- **Time commitment:** Pre-dominantly in September, **January & February**

### Financial Coordinator

- Fulfill **G**rants **L**iaison role
- Upload all grant applications to OneDrive
- 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
- **Skills Needed: detail-oriented, Excel experience,**

### Grant Communications Manager (also serves on Communications Committee with specific responsibilities)

- Fulfill Grants Liaison role
- Coordinate grant profile video production
- Provide written description of all grant awards to Marketing Communications committee
- Work with Vice Chair, Marketing Communications on all grants related materials and activities
- Update Grant Day and Grant descriptive information on OneDrive
- **Skills Needed:** Writing, project coordination, attention to detail, creative, photography skills a plus
- **Time Commitment:** Monthly

<b><i>Nominating Committee</i></b>
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### Vice Chair, Nominating \*\*

- Draft and revise, when necessary, the summary of expectations for general board trustee, executive board member and specific committee assignments
- Draft and revise, when necessary, the LFHS Foundation Board application
- Manage “timeline” for board members and determine new board member needs
- Seek recommendations for potential board members and be available to discuss time commitments and responsibilities with interested individuals
- Vet potential candidates from application pool
- Assist in the development of training session for newly appointed members; attend new member reception and training program
- Update Organization Chart and Board History, and general Nominating Committee files (OneDrive)
- **Structure:**
  - Nominating Vice-Chair
  - 3 trustees (1 ea from Development, Communications, Grants Committees)
  - Chair of LFHS Foundation Board
- **Time commitment:** Pre-dominantly in January & April

## ***Other Executive Board Positions***

### **Business Incubator Chair**

- Engage with community member volunteers for Incubator coach, mentor and MVP board positions
- Solicit and interview volunteers from the community
- Partner with school personnel to provide training of volunteers
- Coordinate Pitch Night video production
- Coordinate communications between school personnel and volunteers
- Plan, coordinate and execute Pitch Night Event
- Solicit feedback from volunteers at end of school year and coordinate with school personnel to make adjustments to program based on feedback
- Promote the program within the community, recruit investors from the community
- Update fellow trustees on program status
- Attend MVP and Academic Pitches and prepare funding requests for MVP and Pitch Night Grant Awards
- **Skills needed:** organized, networking capabilities, project coordination, detail oriented, creative

### **Incubator Co-Chair:**

- Assists Incubator Chair one year and assumes the role of the chair the next year
- Exact responsibilities performed will be coordinated between the Chair and Co-chair
- **Skills Needed:** organized, networking capabilities, project coordination, detail oriented, creative

### **Special Event (Luncheon) Co-Chairs**

- Coordinate and lead team (of both trustees and other parents/community members) for all details of spring fundraising event, i.e. Luncheon
- Maintain Special Event records on OneDrive
- **Skills needed:** Project coordination, time-management, detail-oriented, team leadership

## **Other Trustee Positions**

### **Assistant Treasurer**

- Responsible for the Luncheon reservations / checkout process
- Assists the Treasurer on as needed basis to accomplish the Treasurer Responsibilities
- Maintain financial records on OneDrive
- **Skills Needed:** knowledge of Excel, organized, detail-oriented, financial experience with other local organizations a plus

**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