

Nominating Committee

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

Events Committee

Vice Chair, Events **

- Oversee and coordinate the planning, implementation and evaluation of specific fundraising events, as approved by the Foundation.
- Form, manage and lead a team of Trustees and (as needed) non-Trustees in support of successfully implementing the event(s).
- Coordinate the development of event targets relative to net revenue and participation levels.
- 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..
 - Work with LFHS to secure auction items, sending out tax letters to individuals and businesses, and any other activities critical to the success of the event(s).
- Work with the Executive Board to ensure that the work of the Events Committee aligns with the efforts and expectations of the Foundation as a whole.
- **Structure:**
 - Events Vice Chair
 - Event Co-Chair
 - Committee Members
 - Chair of LFHS Foundation Board
- **Time commitment:** Pre-dominantly December - April