

HHSF Board Job Descriptions 2017/2018
General Guidelines

All Board Members

- ✓ Maintain knowledge of the organization and personal commitment to its goals and objectives
- ✓ Make a personal financial commitment to the Foundation
- ✓ Attend board meetings
- ✓ Represent the Foundation at school functions and meetings

President

- With ED and VP Operations, lead board in developing annual goals and strategies
- Work with ED to ensure goals and strategies are met
- Work with ED to engage and retain major donors and new funding sources from parent, alumni and business communities.
- Oversee and assist FPP, APP, Communications, Events, Outreach committees.
- Serve on designated board committees and attend meetings as necessary
- Maintain a presence on campus and attend booster meetings when appropriate
- Represent Foundation at designated school and public events
- Work with Administration on setting Foundation goals and direction.
- Communicate Foundation information to Booster groups and attend meetings.
- Review all forms of communication and branding materials (newsletters, fundraising materials, brochures, etc.) before publication
- Prepare and lead annual board session to set fundraising goals and strategies
- Prepare annual ED performance evaluation
- Represent Foundation on the Hillsdale Sustainability Board

Vice President Operations

- With ED and President to oversee work of Operations Committee, treasurer and secretary
- Prepare monthly board meeting agenda and manage meetings
- Prepare monthly executive committee meeting agenda and manage meetings
- Oversee and assist with bookkeeping, Operations committee, website, data management, taxes and any operational issues resulting from Umbrella Agreement.
- Work with ED and President on setting Foundation goals and direction
- Represent Foundation at designated school and public events
- Inform, update and guide board on all Foundation matters.

Treasurer

- Reports to President
- Oversees financial reporting and preparation for organization & its benefactors (boosters, PTSO, other site organizations)
- attend monthly executive committee meetings
- Understand financial accounting for nonprofit organizations
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- Work with the executive director to ensure that appropriate financial reports are made available to the board on a timely basis
- Prepare and file tax returns (can be with help of outside tax expert)
- Present the annual budget to the board for approval
- Ensures QuickBooks reconciles to bank account monthly and works with Operations Chair to ensure financial accuracy of Etapestry
- Ensures bank deposits are made securely and timely
- Write and collect required signatures for checks issued by foundation
- Review the annual audit and answer board members' questions about the audit
- With assistance from Operations committee, report regularly on progress towards strategic plan objectives.

Secretary

- Reports to President
- Takes, distributes and documents minutes of the Foundation board meetings
- Maintains and distributes the board contact list
- Serve on other Foundation committees when necessary
- Maintains up-to-date record of bylaws
- Maintains record of meeting dates for executive committee & general board of directors
- Attend monthly executive committee meetings
- Require and gather end-of-year reports from board members and committees for documentation and historical purposes.
- Plan and manage board recruitment and election activities.

FPP Chair(s)

- Reports to President; Works in coordination with ED.
- With board, set annual Family Partnership Program fundraising goals and strategies.
- Develop, launch and oversee annual fundraising campaign targeting parent community. Monitor and ensure with ED campaign's annual success.
- Spearhead development and coordination of Documents to Return packet in which HHSF makes its ask to parent community. Work with Booster Groups to coordinate their information.
- Write thank you letters and send within 2 weeks of receipt of donation.
- Develop and implement strategic plan to grow FPP

- Further parents understanding of the Foundation's mission. Work with campus groups on incentives for those who give to the FPP
- Serve on other foundation committees when appropriate. Identify opportunities to talk to school community about value of Foundation.
- Collaborate with Communications Chair on outreach to parent community. Providing content for communication vehicles. (HHSF newsletter, PTSO newsletter, website, Documents to Return packet, etc.)
- Work with Booster groups and other campus groups on joint fundraising opportunities.
- Represent Foundation on Corporate Sponsorship Committee.

Operations Chair

- Reports to President
- Prepare and distribute reports from eTapestry
- Reconcile eTapestry financial records with Treasurer and records in QuickBooks
- Maintain integrity of data
- Work with Treasurer to maintain financial integrity of data
- Serve on other foundation committees
- Manage downloads and access to the database
- Manage back office processes & staff (thank you notes, matching gifts, reports)
- Prepare and email donor tax documents.

Communications/Outreach Chair(s)

- Reports to President
- Work with ED to develop marketing strategies to increase recognition of the foundation within the school community.
- Coordinate production of Foundation communication materials
- Update website regularly (or oversee committee to do so)
- Create quarterly newsletter and manage online distribution. Solicit content from ED and other board committees.
- Ensure Foundation presence on campus events
- Ensure that there are liaisons (two-way communication channels) in place with all on-campus stakeholders; make sure foundation has time on each groups agenda each month & that the stakeholders have time on the foundations agenda (groups are boosters, PTSO, PAL's and other noteworthy clubs and groups on campus)
- Draft and distribute talking points to each liaison monthly (work with other chairs to summarize key points to be communicated)
- Identify opportunities to talk to school community about value of foundation
- Sit on nominating committee to fill board positions for following year
- Work with Booster Groups to communicate joint events

ASC (Alumni Steering Committee) Chair(s)

- Reports to President

- With Board, set annual Alumni Partnership Program fundraising goals
- Serve on the Foundation's Alumni Steering Committee
- Further alumni understanding and support of the relationship between the missions and goals of the Foundation, the Foundation's Alumni Steering Committee, and the Hillsdale Alumni Association
- Assist Alumni Steering Committee in helping HHSAA to achieve its mission (i.e., support of HHS and HHS alumni)
- Develop and implement annual alumni fundraising campaign
- With Alumni Steering Committee, re-launch HHSAA and develop its membership
- Integrate Olde Knights with Alumni Steering Committee, Alumni Association, and the Foundation
- With Alumni Steering Committee, assume responsibility for conducting annual Olde Knights Luncheon and annual Alumni Hall of Fame event
- Events and Campaigns Chair
- Reports to President
- Develops calendar for events for Foundation
- Manages PR for events
- Orchestrate Year End Donor Thank you Event
- Work with Communications & Outreach Chair to establish marketing calendar for fundraising campaigns such as bricks, theater seats, graduation package, escrip.
- Track and document orders for campaigns. Send acknowledgement letters.
- Work with Operations Committee to develop reports.
- Plan, manage or assist with Alumni events: Olde Knights Luncheon and Hall of Fame
- Work with Booster Group representatives to plan and coordinate events

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