**HHSF Board Job Descriptions 2019/2020**

**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 majority of board meetings (7 to 9 per year)
* Work on committee and/or individual projects
* 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 and ED
* Oversees financial reporting and preparation for organization & its benefactors (boosters, PTSO, other site organizations)
* Attend executive committee meetings prior to board 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 and ED
* 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 executive committee meetings prior to board 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 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 ED.
* 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 ED.
* 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 ED. And 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

**Events and Campaigns Chair**

* Reports to ED.
* Develops and maintains events calendar for Foundation
* Manages PR for events
* Orchestrate A Knight Out benefit (or other event as decided by ED & President)
* 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 report
* Assist with Alumni events: Olde Knights Luncheon and Hall of Fame
* Work with Booster Group representatives to plan and coordinate events