



HILLSDALE HIGH SCHOOL FOUNDATION

Role Descriptions

The mission of the Hillsdale High School Foundation is to raise funds in support of Small Learning Communities (SLCs). HHSF also serves as the fiscal sponsor for a number of programs and organizations at Hillsdale and provides technical support to these groups. While Board members are responsible for the financial and governance oversight of the Foundation, they also provide support to HHSF by serving on committees and / or working on individual projects.

All members of the HHSF Board of Directors will:

- Maintain knowledge of HHSF and a commitment to its goals and objectives.
- Attend the Board orientation at the beginning of the school year.
- Attend Board meetings (approximately six will be scheduled during the school year).
- Sign up to sit on at least one Board committee, or to lead one Board project.
- Make a gift to HHSF during the school year in an amount that is meaningful to you BUT ALSO is compatible with your family's budget.
- Represent HHSF at school meetings and functions as time permits.

Serving on the HHSF Board is a commitment, and we recognize that you already have many demands on your time. If you do not have the time or bandwidth to serve on the Board, but would still like to support the Foundation in some capacity, please contact Marcine Jansen, HHSF Executive Director, at execdirector@hillsdalehsfoundation.org. We have volunteer opportunities throughout the school year, and we can direct you to a project that fits your interests and your schedule.

HHSF President

The duties and responsibilities of the President include, but are not limited to:

- With the Executive Director, Vice President, and Lead Principal, lead the HHSF Board in developing and meeting annual goals and strategies.
- Work with the Executive Director to build and steward relationships with the parent, alumni, and business communities.
- Chair HHSF Board and Executive Committee meetings, and develop meeting agendas with the Executive Director and Vice President.
- Serve on designated Board committees and keep up-to-date with all committee work.
- Represent HHSF at designated school and public events.
- Prepare and lead the Board orientation / goal and strategy planning session.
- Prepare the Executive Director's annual performance evaluation.



HILLSDALE HIGH SCHOOL FOUNDATION

HHSF Vice President

The duties and responsibilities of the Vice President include, but are not limited to:

- With the Executive Director, President, and Lead Principal, lead the HHSF Board in developing and meeting annual goals and strategies.
- With the Executive Director and President, oversee the work of the Executive Committee, the Treasurer, and the Secretary.
- Chair HHSF Board and Executive Committee meetings if the President cannot attend, and assist the Executive Director and President with developing meeting agendas.
- Oversee and assist with any operational issues resulting from HHSF's fiscal sponsorship agreement with on-campus organizations.
- Represent HHSF at designated school and public events.

HHSF Treasurer

The duties and responsibilities of the Treasurer include, but are not limited to:

- Oversee financial reporting for HHSF and the organizations it fiscally sponsors.
- Attend Board and Executive Committee meetings.
- Chair the Finance Committee and, with the Committee's help, the Board's review of and action on HHSF's financial responsibilities.
- Work with the Executive Director and Bookkeeper to ensure that appropriate financial reports are made available to the Board in a timely fashion.
- Work with HHSF's outside accounting firm to provide information needed for the preparation of annual tax filings and financial review.
- Lead the preparation of the annual budget and present it to the Board for approval.
- Ensure QuickBooks reconciles to HHSF's bank account monthly and work with the Bookkeeper to ensure the financial tapestry of the eTapestry database.
- Ensure bank deposits are made in a secure and timely manner.
- Review the HHSF audit (normally performed biennial basis) and answer questions from the Board about the audit.
- With assistance from the Executive Director, President, and Bookkeeper, report regularly on progress toward HHSF's annual goals.
- Print and collect required signatures for checks issued by HHSF.
- Work with the Executive Director and Bookkeeper to send out tax acknowledgements in a timely manner.

HHSF Secretary

The duties and responsibilities of the Secretary include, but are not limited to:

- Take, distribute, and document minutes of the HHSF Board meetings.



HILLSDALE HIGH SCHOOL FOUNDATION

- Attend Board and Executive Committee meetings.
- Maintain and distribute the Board roster.
- Serve on HHSF Committees as necessary.
- Maintain up-to-date records of the HHSF bylaws.
- Require and gather minutes from all committees for documentation and historical purposes.
- Plan and manage Board recruitment and election activities.