

The Foundation of La Jolla High School, Inc.

DIRECTOR RESPONSIBILITIES AND COMMITMENTS, July 1, 2017 – June 30, 2018

As a member of the Board of Directors of The Foundation of La Jolla High School, I will:

1. Commit my time and/or resources to ensure the success of the Mission of The Foundation of La Jolla High School.
2. Have a working knowledge of and abide by the current operating Bylaws and Standing Rules of the Foundation.
3. Comply with and be subject to the following **Director Responsibilities**:

(Section V of the Standing Rules of the Foundation)

- A. Directors shall become informed about the Foundation's history, goals, current operations and concerns, and shall also attend monthly Board meetings. Directors should come to meetings prepared to participate fully in the consideration of all matters before the Board. Only through the sharing of diverse opinions can constructive decisions be reached.
- B. Directors who miss three or more monthly Board meetings during a fiscal year will be evaluated for removal by the Membership Committee, whose recommendation shall be subject to Board approval.
- C. Directors shall serve on at least one standing committee and shall take on one fundraising initiative/activity, and attend such committee meetings and other sessions as scheduled. Directors should seek out volunteer assignments, particularly those in which their unique skills and experience would be of the greatest benefit to the Foundation.
- D. Directors shall support all Foundation fundraising activities and events by performing volunteer assignments; they are also expected to purchase or make for the sale of the targeted number of tickets required for each major activity as approved by the Board, thereby promoting community participation in all events.
- E. Directors shall accept a minimal financial commitment or performance as determined by the Board.
- F. Directors shall respect the confidentiality of Board discussions since the Board relies on the uninhibited sharing of opinions.
- G. Individual Directors should never seek to impose their personal agendas on the Board nor use their position on the Board to impose their personal agendas on the faculty or administration of La Jolla High School.
- H. Directors must guard against and disclose any conflict of interest or possible conflict of interest whether business-related or personal per Article IV, Section 15 of the Bylaws.
- I. Each Director has the fiduciary responsibility for the funds entrusted to the Foundation and for sound financial management.
- J. Each Director shall serve as an ambassador for the Foundation at community and business functions.

MINIMUM FINANCIAL COMMITMENT for FY 2017 – 2018

Each Director:

- Will give or get some financial participation in support of the Foundation’s Major Annual Campaign
- Is expected to purchase or sell tickets for each of the following—TASTE OF LA JOLLA (6 tickets) and MAJOR SPRING EVENT (4 tickets)
- Will register for the eScrip/Benefit Mobile Programs

STANDING COMMITTEES

- Academics
- Athletics
- Buildings & Grounds
- Communications/Technology
- Finance
- Fundraising
- Membership

FUNDRAISING COMMITTEES

- Annual Giving Campaign
- eScrip/Benefit Mobile Programs
- Taste of La Jolla
- Spring Fundraiser
- Media Guide/Ad Banners
- Viking Golf Classic

Name: _____

Signature: _____

Date: _____

Please indicate preferred committee assignments:

Standing _____ Fundraising _____

***Your completed form must be returned to the Foundation Office by 6/8/17.
Please drop off with Dana Irwin or scan and email to
ljhsfoundation@gmail.com**