**The Foundation of La Jolla High School, Inc.**

**DIRECTOR RESPONSIBILITIES AND COMMITMENTS, July 1, 2021 – June 30, 2022**

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**:

(**Adapted from** **the Standing Rules of the Foundation**)

* Each Director shall become informed about the Foundation’s history, goals, and current operations; he/she shall also attend monthly Board meetings. Directors should come to meetings prepared to participate fully in the consideration of all matters before the Board.
* Any Director who misses 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.
* Each Director shall serve on at least one standing committee AND shall take on one fundraising initiative/activity. Directors should seek out volunteer assignments, particularly those in which their skills and experience would be of the greatest benefit to the Foundation.
* Each Director shall support all Foundation fundraising activities and events by performing volunteer assignments; Directors are also expected to purchase tickets for each major activity thereby promoting community participation in all events.
* Each Director is expected to donate to Annual Giving Campaign in any amount.
* Each Director shall respect the confidentiality of Board discussions since the Board relies on the uninhibited sharing of opinions.
* An individual Director should never seek to impose his/her personal agendas on the Board nor use his/her position on the Board to impose a personal agenda on the faculty or administration of La Jolla High School.
* Each Director 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.
* Each Director has the fiduciary responsibility for the funds entrusted to the Foundation and for sound financial management.
* Each Director shall serve as an ambassador for the Foundation at community and business functions.

**MINIMUM COMMITMENT for FY 2021-2022**

**Each Director:**

* **Will make a contribution in support of the Foundation’s Annual Giving Campaign (100% participation, no matter the level, is essential)**
* **Is expected to purchase or sell tickets, or make an equivalent Underwriting Contribution as approved by the Board, for each of the following—FALL RESTAURANT EVENT (Taste of La Jolla) and MAJOR SPRING FUNDRAISING EVENT**
* **Will register and support the COMMUNITY REWARDS PROGRAMS (Amazon Smile, FOR Project, etc.)**
* **Will support each of the fundraising events by volunteering**

**STANDING COMMITTEES** **FUNDRAISING COMMITTEES**

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

Alumni

* Annual Giving Campaign
* Community Rewards
* Taste of La Jolla
* La Jolla Art & Wine Festival
* Spring Fundraising Event
* Media Guide/Ad Banners
* Grantwriting

Name: \_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate your preferred committee assignments for *each* below:

Standing Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fundraising Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide the following information for the board roster only if there have been any changes or you are new to the board:

Spouse’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year of Graduation if you or your spouse is a LJHS alum: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Numbers: Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Children’s Names (who have attended, are attending, or will attend LJHS) and grad year:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Please have your completed form returned to the Dana Irwin at the Foundation Office by Monday, September 27th**