

The Foundation of La Jolla High School, Inc.

DIRECTOR RESPONSIBILITIES AND COMMITMENTS, July 1, 2022 – June 30, 2023

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 the Annual Giving Campaign (general fund) 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 2022-2023

Each Director:

- **Will make a contribution in support of the Foundation’s general fund through the ANNUAL GIVING CAMPAIGN** (100% participation, no matter the level, is essential). *This donation is independent of contributions made to athletics and academic teams.* _____ (initial here)
- **Is expected to promote, attend, and support fundraising events:**
 - **FALL RESTAURANT EVENT** (Taste of La Jolla) _____ (initial here)
 - **La Jolla Art & Wine Festival** (October) _____ (initial here)
 - **MAJOR SPRING FUNDRAISING EVENT** _____ (initial here)
- **Will register/support the COMMUNITY REWARDS PROGRAM** (e.g. Amazon Smile) _____ (initial here)
- **Will attend at least 8 of 11 board meetings per year** _____ (initial here)

STANDING COMMITTEES

- Athletics (sports liaisons)
- Finance
- Alumni
- Membership (January through April)

FUNDRAISING COMMITTEES

- Taste of La Jolla
- Spring Fundraising Event

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: _____

Cell Number: _____ 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, June 6th**