

The Foundation of La Jolla High School, Inc.

DIRECTOR RESPONSIBILITIES AND COMMITMENTS, July 1, 2019 – June 30, 2020

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.
- Directors are expected to attend the monthly Board meetings and shall make best efforts to miss no more than three per fiscal year.
- Each Director shall serve on at least one standing committee AND participate in at least 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 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 known as Quest for Success 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 2019-2020

Each Director:

- Will make a contribution in support of the Foundation’s Major Annual Giving Campaign (100% participation, no matter the level, is essential)
- Is expected to make best efforts to purchase or sell tickets, or make an underwriting donation no matter what the level for each of the following—FALL RESTAURANT EVENT (Taste of La Jolla) and MAJOR SPRING EVENT (Gala) and promote community participation in all events.
- Will register and support the eScrip/Benefit Mobile Programs

STANDING COMMITTEES

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

FUNDRAISING COMMITTEES

- Annual Giving Campaign
- eScrip/Benefit Mobile Programs
- Fall Restaurant Event
- Spring Fundraiser
- Media Guide/Ad Banners
- Viking Golf Classic
- Grantwriting

Name: _____

Signature: _____

Date: _____

Please indicate preferred committee assignments:

Standing _____ Fundraising _____

Please provide the following information for the BOARD ROSTER if there have been any changes:

Spouse’s Name: _____

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

Address: _____

Phone Numbers: Cell _____ Wrk _____

Email Address: _____

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

***Your completed form must be returned to the Foundation Office by 5/1/19.**