

# The Foundation of La Jolla High School, Inc.

## Foundation Positions and Job Descriptions

### **President (Executive Committee)**

Serves as the Chief Executive Officer of the Foundation and has general supervision and direction of the business and affairs of the Foundation. The President presides over monthly Board meetings and Executive Committee meetings and may serve as a non-voting member of any committee of the Board. The President also acts as a liaison with the La Jolla High School administration and any other organizations as deemed appropriate by the Board.

Monthly responsibilities may include: monitoring and responding to email communications sent to the Foundation email address; providing final approval for communications sent to the school community; ensures state corporation filings, taxes, insurance premiums, and subscriptions are filed/paid in a timely manner; serves as a signer on Foundation financial accounts; meets with school administrators to discuss funding priorities and school needs; meets with committee chairs and event chairs as needed to provide direction and support.

### **Vice President (Executive Committee)**

Handles the responsibilities of the President in their absence. Oversees long-term planning and an annual review of the Standing Rules, Bylaws, and the Director Responsibilities document.

### **Secretary (Executive Committee)**

Handles the responsibilities of the Vice President in their absence. The Secretary sends meeting information and reminders to Foundation Board Members, including links to documents to be reviewed prior to these meetings. The Secretary records the minutes of all Board and Executive Committee meetings and distributes them for approval. If an email vote is needed, the Secretary coordinates that correspondence.

### **Treasurer (Executive Committee)**

The Treasurer prepares the monthly financial reports to be presented for approval at Foundation Board meetings and serves as the chair of the Finance Committee, arranges for tax filings, and oversees the preparation of the annual budget.

Regular job duties may include: review monthly net asset report, bank statements, and investment accounts; review receivables/payables as prepared by the bookkeeper; prints, signs/co-signs, and distributes checks prepared by the bookkeeper; management of company match accounts and confirmations.

### **Academics Chair (Executive Committee)**

The Academics Chair serves as a liaison to faculty members and academic team advisors regarding funding requests and information about available funds. This includes reviewing all academic funding requests, presenting them for a vote at either Executive Committee or Foundation Board meetings, and documenting the approval so payment may be distributed in a timely manner. The Academics Chair also works with certain departments and academic teams on developing and following a budget to ensure funds coming in and out of the academics accounts are handled correctly.

### **Athletics Chair (Executive Committee)**

The Athletics Chair serves as a liaison to the LJHS Athletic Director and coaches regarding funding requests and information about available funds. This includes reviewing all athletic funding requests, presenting them for a vote at either Executive Committee or Foundation Board meetings if requests are outside of established budgets, and documenting the approval so payment may be distributed in a timely manner. The Academics Chair also works with the Athletic Director and coaches on developing and following a budget for each sport to ensure funds coming in and out of the athletics accounts are handled correctly. The Athletics Chair also oversees parent liaisons who handle communication with athletes' families regarding fundraising needs of each sport and committee members who solicit media Guide and Banner fundraising.

### **Buildings & Grounds Chair (Executive Committee)**

The Buildings & Grounds Chair reviews all relevant funding requests and presents them to the Executive Board and/or Foundation Board for approval. The Chair is also responsible for the oversight of capital improvement plans in coordination with the school administration.

### **Communications Chair (Executive Committee)**

The Communications Chair coordinates and reviews all communications sent to the school community. The Chair works with Foundation members or vendors who create weekly eNews posts and solo eBlasts, mailings, social media posts, and Foundation website updates. The Chair also works with the Fundraising Chair and event committee chairs on a communications plan for campaigns and events.

### **Fundraising Chair (Executive Committee)**

The Fundraising Chair oversees all fundraising events and campaigns. The Chair works with Foundation members who serve as chairs for the Annual Giving Campaign, Taste of La Jolla, Spring Fundraiser, Community Rewards, and Grant Writing, providing support and direction as needed.

### **Membership Chair (Executive Committee)**

The Membership Chair prepares and present to the Board for vote a list of nominees for the Executive Committee and Foundation Board by determining which members would like to serve another term and by soliciting names and information regarding those interested in serving. The Chair ensures that prospective members fill out an application and that all members sign a Director Responsibility Form annually. The Chair also evaluates each member's fulfillment of their responsibilities.

### **Event Chairs (Taste of La Jolla, Spring Fundraiser)**

Fundraising event chairs work with the Fundraising Chair and any event committee members to hold the respective fundraising event. These tasks include coordinating the venue, food/beverage, décor, entertainment, volunteers, vendors, etc. It may also include coordination of donations and holding auctions and/or raffles. Event chairs also work with the communications team to advertise for the event and manage ticket sales online.

### **Annual Giving Campaign Chair**

The AGC Chair(s), with input from the President and Fundraising Chair, manages all aspects of the campaign, such as determining the theme, establishing an eBlast schedule and providing content, sending thank you emails to donors and tax receipts to those who donate by check, providing donor board updates to the webmaster, monitoring and responding to emails sent to the campaign address, sending mailings to the school community, and following up on matching gifts as needed.

### **La Jolla Art & Wine Festival Chair**

The LJAWF chair(s) serves on the LJAWF board of directors (runs from January to December) and serves as a liaison to the Foundation board. These chairs sign and execute an agreement with the LJAWF Board regarding requirements (volunteers, communications, etc) for the school to collect event proceeds.

### **Media Guide/Ad Banners Chair**

The chair(s) for Media Guides and Ad Banners solicit business sponsors during the spring and summer prior to the start of a school year. Logos of these sponsors are included in media guides produced for each sport, as well as banners that are hung at the stadium and gymnasium. The Chair(s) are responsible for collecting these logos and ensuring banners are created and hung. Restaurant and local business give-back programs are generally offered to campus groups as a way to fundraise (class of 20xx, sport teams, academic teams, academic clubs).

## **Sports Liaisons**

Sports Liaisons are ideally parents with a child participating in the respective sport. The liaison coordinates communication with the parents regarding fundraising needs based on the team budget and per athlete recommended donation, as coaches should not be involved in this process. Liaisons may also coordinate other fundraising opportunities if needed to meet budget requirements. Liaisons also submit information and photos for the creation of a media guide for their sport. Liaisons are supported by the Athletics Chair throughout their season.

## **Community Rewards Chair**

The Community Rewards Chair monitors and promotes community rewards programs for our school. The program only consists of Ralph's Community Rewards at this time. The Chair will also seek out and research community rewards opportunities for the Foundation. Restaurant and local business give-back programs are generally offered to campus groups as a way to fundraise (class of 20xx, sport teams, academic teams, academic clubs).

## **Alumni Chair**

The Alumni Chair monitors and handles emails sent to the alumni association, as well as updates to the alumni database. The Chair also supports classes who are planning to hold reunions by providing alumni contact information and suggestions for vendors and activities that have been successful in the past. The Chair also coordinates a quarterly newsletter that is distributed by email with alumni updates, reunion information, campus activities, and fundraising campaigns.

## **Webmaster**

The Webmaster manages updates to the Foundation website, as well as Formstack forms that are integrated with the site for obtaining donations and information.

## **eBlast Coordinator**

The eBlast coordinator creates eBlasts in Constant Contact with content provided by event chairs, etc. for the Tuesday eNews, solo eBlasts each Thursday, and LJAWF eBlasts on Fridays in the fall.