

## LCFEF Director Responsibilities

**The Philosophy Behind the Commitment:** The Foundation board is a working and fundraising board and is comprised of dedicated parents within the La Canada Unified School District. As a volunteer-driven organization dedicated to keeping fundraising costs as low as possible, Directors are asked to roll up their sleeves and ***work hard***. Everyone has busy schedules and other outside commitments, but by agreeing to a position as a Foundation Director, you are agreeing to make the Foundation and its fundraising initiatives one of your top priorities. The Board term is three (3) years with the option to renew for up to three, one (1) year terms with a maximum of six (6) years of service.

**Committee Expectations:** **1. )** As a general rule, each Director must serve on at least two standing committees. Committee meetings are held at the discretion of the Committee Chair and regular attendance is expected. (Many committees conduct much of their work via e-mail and phone calls). It is expected that during their 3-year tenure, every Director will take a leadership role (chair or sub-committee chair) on a committee or event. **2.)** Additionally, every Director must participate in a “day of” capacity for all major events (this generally means working a “shift” at an event). These include: Back-to-School Night, Wine Auction, Jog-A-Thon, Golf Tournament, and the Gala. Furthermore, Directors are also expected to support these events with their own paid attendance and by leveraging the support of others. **3.)** Finally, each Director is expected to participate in our year-end calling campaign in May (Club 365) as well as assist in the distribution of our spring yard signs.

**Board Meeting Expectations:** Board meetings are generally held the 2<sup>nd</sup> Thursday of the month at LCE’s library. The Board does not officially meet in July. The meetings run from 7:15 – 8:30 p.m. Important information is delivered and decisions made at these meetings. More than three absences without sufficient notification and without good reason are grounds to be asked to step down from the Board. Should an unchangeable standing commitment regularly prevent a Director from attending, this conflict should be made known to the Board President at the start of the year and other arrangements will be made for a Director to stay informed.

**Financial Commitment:** Optimally, Directors will give to the Foundation a sum that is **personally significant** and for each person/family, this will be different. As with the commitment of your time, your gift to the Foundation should be among your top charitable gifts. Minimally, Directors MUST be giving at the \$1/day/child level that the Foundation challenges ALL District families to do. Directors not reaching this minimum level of giving may be asked to step down. Additionally, Directors are expected to leverage donations from others (cash or in-kind) in support of the Foundation’s annual events. While again recognizing that every Director will have a different capacity to give and/or get gifts, the average annual amount given by our current Directors is \$2564 and the average amount “gotten” or leveraged by our current Directors in support of events is \$1,855.

**Directors as Advocates/Ambassadors:** Directors should be well informed about District funding needs and Foundation goals to help fill those needs. Directors should be able and willing to articulate these needs on an informal and formal basis in the community with other parents and other stakeholders. Directors are also charged with receiving feedback from parents and other stakeholders in a manner that is professional and appropriate. Finally, Directors are asked to nominate other individuals to the Board who they believe would be able to meet these responsibilities.

**I, the undersigned, understand the responsibilities associated with Directorship for the La Canada Flintridge Educational Foundation and agree to take on that responsibility and uphold the related commitments.**

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Name

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Signature

Date