



Littleton Public Schools Foundation (LPSF) Board Member Position Description and Expectations

The Littleton Public Schools Foundation's mission is to raise funds to support each LPS student's unique path to success.

As a strategic partner with Littleton Public Schools, the vision of the organization is to raise \$1 million dollars annually by 2022 through meaningful engagement with both current and prospective investors while building brand recognition and community awareness of our mission.

The Board of Directors supports the work of LPSF to the best of their abilities and to act in good faith with other board members, staff, and volunteers as partners working toward fulfilling the Foundation's mission. Members of the Board of Directors have a legal and ethical responsibility to ensure that each member will perform to the highest standards in its duties of care, loyalty and obedience.

Individual board members will serve as volunteers to provide mission-centered leadership and effective organizational planning and governance while the day-to-day operational duties will be the responsibility of the Executive Director.

Legally, Board Members have three main duties:

1. **Duty of Care:** Each board member has the legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgement while doing so.
2. **Duty of Loyalty:** Each board member must put the interests of the Foundation before their personal and professional interests when acting on behalf of the Foundation in a decision-making capacity. The Foundation's needs come first.
3. **Duty of Obedience:** Board members bear the legal responsibility of ensuring that the Foundation complies with the applicable federal, state, and local laws including antitrust, civil rights and tax requirements and adheres to its mission.

Position Title: Director
Length of Service: Three year term with a two term limit (6 years of service)
Reports To: Board of Directors

Responsibilities and Expectations of the Board as a Whole:

- Determining the mission, vision, and purpose of the Foundation
- Selecting and evaluating the performance of the Executive Director
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring the Foundation's giving
- Enhancing the Foundation's public image
- Assessing its own performance as the governing body of the Foundation
- Attending and participating in an annual planning meeting

Responsibilities and Expectations of Individual Board Member:

- Understand and promote the Foundation's Mission and Vision
- Support the development and implementation of the Foundation's Strategic and Fundraising Plan
- Adhere to and understand the Foundation's bylaws, policies, and procedures
- Review, approve, and monitor the annual budget
- Faithfully read and understand the Foundation's financial statements
- Recruit and orient new board members
- Consistently act in the best interest of the Foundation and in the case of a conflict of interest, recuse oneself from discussions or votes regarding such conflicted issues or topics
- Prepare for, and to the best of your ability, attend and actively participate in 80% of the monthly board meetings
- Serve on a committee, as needed. Attend and participate in accordance with defined frequency of meetings
- The Foundation expects to have 100% of Board Members make an annual contribution that is commensurate with their capacity
- Actively participate in fundraising activities and events for the Foundation
- Serve as an active advocate and ambassador for the Foundation and fully engage in identifying and securing financial resources and partnerships necessary for the Foundation to advance its mission
- Leverage connections, networks and resources to develop collective action to fully achieve the Foundation's mission
- Help identify personal connections that can benefit the Foundation's fundraising and reputational standing
- Regularly seek information that will further educate oneself and others on the mission, purpose, goals, objectives, impact, and accomplishments of the Foundation
- Maintain confidentiality about all internal matters of the Foundation
- Actively advocate for and promote the Foundation and Littleton Public Schools
- Offer resignation if not able to meet any obligations as a Board Member

Investment of Time:

- *Attend and actively participate in the following:*
 - To the best of your ability attend 80% of board meetings including advanced review of the agenda and supporting materials. Current board meeting frequency is once per month
 - Following a missed meeting, contact the Board President or Committee Chair to gain knowledge of information shared at the meeting
 - At least one (1) LPS District-led meeting or presentation per year
 - At least two (2) LPSF funded classroom and/or program presentations
 - A majority of Foundation fundraising events

Monetary Investment:

- *Financially support the LPS Foundation as follows:*
 - Contribute a personal donation that is commensurate with your capacity
 - Attend Foundation fundraising events as a paid attendee or active volunteer for the event

Investment of Talent and Resources:

- *Provide professional and personal skills as follows:*
 - Identify prospective donors and assist in their cultivation and solicitation
 - Recruit and nominate potential board members who can make significant contributions to the work of the Foundation
 - Utilize professional expertise in support of the Foundation as needed
 - Find new opportunities that promote the Foundation's Mission including community partnerships, fundraising opportunities and Foundation initiatives