

LAKE CENTRAL EDUCATION FOUNDATION

BOARD MEMBER ROLES, RESPONSIBILITIES AND EXPECTATIONS

The role of the Board of Directors of the Lake Central Education Foundation is to advise, govern, oversee policy and direction, manage operations and assist with leadership.

Responsibilities:

- Organizational leadership and advisement
- Formulation and oversight of policies and procedures
- Fiscal and financial management and safeguarding financial assets
- Oversight of program development, planning and evaluation
- Promotion of the organization
- Fund development and outreach
- Attract and recommend individuals for board and committee membership

Expectations:

- Know and affirm Lake Central Education Foundation's mission, goals, programs, policies and services
- Attend and actively participate in meetings and special events on a regular basis
- Serve on at least one board committee or task force
- Prepare for board and committee meetings and freely share opinions, experiences and constructive suggestions pertaining to issues related to Lake Central Education Foundation and its operations
- Disclose any personal conflict of interest and abstain from voting on any issue related to a conflict of interest
- Maintain confidentiality of issues as appropriate
- Contribute annual personal unrestricted financial gift in a manner commensurate with one's ability
- Be alert to community concerns that can be addressed by Lake Central Education Foundation's mission, objectives and programs
- Come with your own circle of influence; *i.e.* contacts that you should be willing to share with the Lake Central Education Foundation

Length of Term:

Two years, director may be re-elected provided however, that a director may not serve more than four (4) full consecutive terms, pending approval of the board.

Meetings and time commitment:

- The board of directors meets monthly on the second Tuesday of the month, 6:00 p.m., at the Lake Central School Corporation Administration building. Meetings typically last 90 minutes.
- Committees of the board meet an average of four times per year, pending their respective work agenda.
- Board members are asked to attend at least two special events per year.