



Board of Directors Position Description & Roles

Mission: Torrey Pines High School Foundation is a non-profit organization working in partnership with teachers, administrators, students, parents and the community providing educational and developmental tools and resources to enhance every student's experience.

Vision: To provide every student with opportunities to positively enhance their educational experience.

Board members are accountable to: President, Board of Directors **Term:** Two Years

Philanthropic Leadership

- ◆ Demonstrate commitment by making a substantial personal financial annual gift to the Education Fund. (Goal: 100% participation)
- ◆ Support Foundation events and programs through participation, attendance, solicitation of in-kind gifts and sponsorships.
- ◆ Assist in resource development through identification of potential donors or funding sources.
- ◆ Consider making a gift for the future (Planned Gift/Bequest).

Governance and Planning

- ◆ Establish new policies; review and monitor current policies and ensure organization operates within its adopted By-laws.
- ◆ Participate in short- and long-range planning to achieve goals.
- ◆ Provide support, supervision, and guidance to the Executive Director.

Finance and Stewardship

- ◆ Approve and monitor finances; authorize and approve the annual budget and audit.
- ◆ Develop realistic, achievable and measurable financial goals.
- ◆ Ensure philanthropic resources are allocated according to donor intent and in the best interest of those served.

Program and Evaluation

- ◆ Participate in program planning, monitoring and evaluation.

Advocacy and Outreach

- ◆ Understand, articulate and advocate the work of the organization to the community.
- ◆ Cultivate and enlist key community leaders in the organization.
- ◆ Identify and recruit volunteer leadership - Board members, committee members.

Responsibilities

- ◆ Attend all board meetings, Annual Strategic Planning Meeting and Foundation sponsored events.
- ◆ Chair at least one committee.
- ◆ Participate in Board orientation, training activities and ongoing Board member education.
- ◆ Read and become familiar with the Board Manual including Bylaws and policies.

Qualifications:

- ◆ Endorse and support the mission and purpose of the TPHS Foundation.
- ◆ Have a demonstrated interest in and commitment to the organizational goals and objectives.
- ◆ Have a specific experience, interest and/or knowledge of at least one area of the operation.