

Lewis Center for Educational Research
Lewis Center Foundation Board Member Job Description
(Fundraising Committee)

ROLE STATEMENT: The Lewis Center Foundation (“Foundation”) is organized as a subordinate standing committee authorized and sponsored by the Lewis Center for Educational Research Board. The Foundation’s role is to support the mission of the Lewis Center for Educational Research (LCER) and to provide supplemental financial support to the LCER and any and all schools and programs it operates.

COMPOSITION: The Foundation consists of no more than 15 members, up to 3 of whom may be Lewis Center for Educational Research Board (“LCER Board”) members appointed by the LCER Board Chairman, and one high school student from each high school. The remainder will be parent and community members representing the schools and communities served by the LCER.

QUALIFICATIONS: Foundation members must have an interest in raising supplemental financial support for the LCER and any and all schools and programs it operates.

FOUNDATION DUTIES:

- Actively participate in fund development
- Plan, implement, and evaluate fundraising events and strategies
- Recommend potential new fundraising events and strategies
- Solicit funds from donors and sponsors
- Identify potential new donors and sponsors
- Communicate events and strategies to stakeholders
- Advise school staff members of possible school-specific fundraising strategies

OFFICER DUTIES:

1. Chair:
 - a. Shall call and preside at Foundation meetings and meet with the President/CEO to prepare agenda items.
 - b. Shall report all actions taken during Foundation meetings at the LCER Board meetings.
 - c. Shall act as a liaison between the Foundation and the LCER Board through the President/CEO who will report out at each meeting, respectively.
 - d. Shall coordinate the work of volunteers and staff and receive regular reports on the progress of their work.
2. Vice Chair:
 - a. Shall, in the absence of the Chair, carry on all duties of the Chair.

APPOINTMENT/ELECTION:

1. Except for ex officio members, the Foundation shall elect members at any properly noticed and duly constituted meeting of the Foundation Board by majority vote.
2. The Chairman of the LCER Board may appoint up to 3 LCER Board Members (Ex officio members) to the Foundation Board.

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3. The ASB of each high school shall nominate one high school student, subject the approval of the Principal.
4. The Foundation may remove any members whenever such removal serves the best interest of the LCER.
5. The Foundation Board Chair is nominated by the Foundation Board and appointed by the LCER Board Chairman. The Chairman of the LCER Board may remove any appointed Chair or LCER Board Member whenever in his or her judgment such removal serves the best interest of the LCER.
6. The Principal may remove any high school student whenever in his or her judgment such removal serves the best interest of the LCER.

LIMITS OF AUTHORITY:

The LCER Board is fully responsible for the operation and fiscal affairs of the Lewis Center for Educational Research, and retains final supervisory authority and responsibility. However, the LCER Board has delegated the responsibility for the duties described above to the Foundation.

REPORTS TO: The LCER Board through the Foundation Chair.

FREQUENCY OF MEETINGS: The Foundation meets monthly or as needed, and in accordance with the Brown Act.

STAFF SUPPORT TO THE FOUNDATION: The President/CEO, Director of Finance, Public Relations and Marketing Coordinator and Principals provide staff assistance to the Foundation. LCER staff shall prepare the agenda and supporting documentation, and record and distribute minutes of the meetings. Copies are sent to all Foundation members, members of the Lewis Center's Executive Team and Chairman of the LCER Board.