# ISFLogoNew

## **Student Board Member Job Description**

### MEMBER, BOARD OF TRUSTEES

**MISSION:** The Issaquah Schools Foundation, in partnership with the Issaquah School District, drives resources to help all students **achieve the promise of their potential**.

**PURPOSE:** To represent the student voice on the Issaquah Schools Foundation Board; to help determine policies, procedures and regulations to accomplish the mission and operating objectives of the organization; to raise awareness among high school peers about the work of the Foundation and to continue to be a connection between the Foundation and graduating class after high school.

**TERM:** One year

**POSITION:**  Voice, no vote

**QUALIFICATIONS**

1. Rising Junior
2. One rising Junior from each of the four high schools
3. Reasonably well-connected across a wide range of groups

**KEY RESPONSIBILITIES**

1. Attend all Board Meetings. One-half of meetings must be attended or removal from the board may occur.
2. Participate as a volunteer in the Foundation marketing activities, including booths at Highlands Days and/or Salmon Days; *All In For Kids* activities; donor connection/thank you calls.
3. Understand and support the Foundation’s mission, objectives, strategies and programs.
4. Seek feedback from peers in order to best represent the student perspective at Board meetings and in program discussions.
5. Be an ambassador for the Foundation at your high school. Share information about the Foundation with your peers, including 3 marketing messages or articles throughout the school year.
6. Maintain contact with the Foundation upon graduation and continue to be the conduit between the Foundation and your graduating class.

**OTHER RESPONSIBILITIES**

1. Participate in decision-making on issues, policies, goals and objectives based on careful consideration of the facts.
2. Participate fully and openly in meetings. Share insights, ideas and suggestions.
3. Criticize, when necessary, in a constructive way. If possible, suggest an alternative course.
4. Carry out all delegated assignments promptly.
5. Stay informed and knows what is going on in the organization. Ask questions and request information
6. Take notes, maintain binder and exchange information with counterpart (if applicable).
7. Attend Foundation functions whenever possible.
8. Sign and abide by the Code of Conduct, Conflict of Interest and Confidentiality Policy.



## **Student Board Member Application**

*Application Deadline:* ***May18, 2019***

*Thank you for your interest in becoming a Student Board Member of the Issaquah Schools Foundation. This position is for one year starting August 15, 2019 and is available to rising juniors for the 2019-20 school year. One junior and one senior will be chosen from each high school. Please send your completed application (in Word, not handwritten) to Issaquah Schools Foundation at PO Box 835, Issaquah, WA 98027 or email it to* *info@isfdn.org**. Interviews will be the week of May 28-31, 2019. Applicants will be notified of our decision by June 3rd.* ***Thank You!***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (home): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cell):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Grade:

Best way to reach you to schedule an interview:

* Email
* Text
* Phone

Please list school activities (clubs, sports, etc.) that you’ve actively participated in during your three years in high school, and your role and/or key accomplishments in those activities:

Please list activities you participate in outside of school and your involvement in these activities:

Are you familiar with the Foundation’s work, and if so, how?

Tell us why you are interested in becoming a Student Board Member of the Issaquah Schools Foundation and why you believe you would be an effective student representative for your school:

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| --- | --- |
| Date | Timeline |
| March 1, 2019 | Applications Available Online |
| May 18, 2019 | Application Deadline  |
| Week of May 28-31, 2019 | Student Interviews at each high school  |
| June 3, 2019 | Student Trustees Announced |
| August, 2019 | Student Trustee Orientation (date to be determined) |
| Tuesday, August 27, 2019? | Foundation Board Meeting – location and date to be confirmed. (Meetings held typically the fourth Tuesday of Month from 5:30-7:30 pm) |