# ISFLogoNew

## **Student Board Trustee Job Description**

### STUDENT, 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:** Two years

**POSITION:**  Voice, no vote

**QUALIFICATIONS**

1. Rising Junior at start of term (Junior during the 2020-21 school year)
2. One rising Junior is sought from each of the four high schools
3. Reasonably well-connected across a wide range of groups

**KEY RESPONSIBILITIES**

1. Attend all monthly Board Meetings (typically 4th Tuesdays per month 5:30-7:30pm). 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; *Step Up For Kids* activities; Dining for Kids; donor connection/thank you calls, etc.
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. Participate in at least 1 Student Trustee project/presentation for the Board annually.
6. Stay informed and know what is going on in the organization. Ask questions and request information
7. Take notes, maintain binder and exchange information with counterpart (if applicable).
8. Attend Foundation functions whenever possible.
9. Sign and abide by the Code of Conduct, Conflict of Interest and Confidentiality Policy.



## **Student Board Member Application**

*Application Deadline:* ***May15, 2020***

*Thank you for your interest in becoming a Student Board Trustee of the Issaquah Schools Foundation. This position is for two years starting August 15, 2020 and is available to rising juniors for the 2020-21 school year. One new junior trustee will be chosen to join one continuing senior trustee from each high school. Please send your completed application (in Word or PDF, not handwritten) to Issaquah Schools Foundation at PO Box 835, Issaquah, WA 98027 or email it to* *info@isfdn.org**. Interviews will be May 18-29, 2020, to be scheduled at a mutually convenient time for the applicant and interviewer(s). Applicants will be notified of a decision by June 5TH.* ***Thank You!*** *(You may format your responses to below in a separate document, and/or submit additional pages if necessary, as long as the content remains in the order listed below.)*

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

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

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

Grade in 2020-21 school year:

Best way to reach you to schedule an interview:

* Email
* Text
* Phone

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

Please list activities you participate in outside of school and your involvement (time commitment and/or leadership roles) in these activities:

Are you familiar with the Issaquah Schools Foundation’s impact, and if so, how?

What interests you most about the Issaquah Schools Foundation? And/or what changes would you like to see at your school with which the Foundation could help?

Tell us why you are interested in becoming a Student Board Trustee 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 23, 2020 | Applications available online |
| May 15, 2020 | Application deadline  |
| Within May 18-29, 2020 | Applicant interviews for each high school  |
| June 5, 2020 | Student Trustees announced |
| Mid-End of August, 2020 | Student Trustee Orientation (date to be determined, based on common attendance) |
| Tuesday, August 25, 2020 | 1st Foundation Board Meeting – location/date to be confirmed. (Meetings are typically held the 4th Tuesday of each month at 5:30-7:30 pm, except during school breaks, then potentially 3rd Tuesdays (Dec & Jun). No Board Meeting in July. |