Student Trustee Job Description

STUDENT 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 the graduating class after high school.

TERM: One year, renewable annually by the Board of Trustees for up to two years (served during junior and senior years)

POSITION: Voice, non-voting position

QUALIFICATIONS

1. Rising Junior (or Senior, if an opening occurs) currently enrolled in one of the district high schools
2. Reasonably well-connected across a wide range of groups

KEY RESPONSIBILITIES

1. Attend all board meetings and student trustee meetings. Any absences should be pre-arranged with the BDGC Chair.
2. Participate in at least one student trustee driven project or initiative to increase awareness among board members or help facilitate a new program idea.
3. Participate as a volunteer in the Foundation marketing activities, including but not limited to booths at Highlands Days and/or Salmon Days; *Step Up For Kids* campaign activities; Dining for Kids; and donor connection/thank you calls; or any remote participation.
4. Understand and support the Foundation's mission, objectives, strategies, and programs.
5. Seek feedback from peers to best represent the student perspective at board meetings and in program discussions.
6. Be an ambassador for the Foundation at your high school. Share information about the Foundation with your peers and teachers, help recruit and interview incoming student trustee(s) during your senior year.
7. 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 know what is going on in the organization. Ask questions and request information.

6. Take notes, maintain binder/records, and exchange information with counterpart (if applicable).
7. Attend or volunteer for Foundation functions whenever possible.

Signature	Printed Name	Date