



Student Board Trustee Job Description

STUDENT, BOARD OF TRUSTEES

MISSION: The Issaquah Schools Foundation drives resources district-wide 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 2023-2024 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; Monster Mash 5K, 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 about 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 Trustee Application

Application Deadline: **May 5, 2023**

Submit to: info@isfdn.org

Thank you for your interest in becoming a Student Trustee board member of the Issaquah Schools Foundation. This position is for two years starting July 1, 2023 and is available to rising juniors for the 2023-24 school year. One new junior trustee will be chosen to join one continuing senior trustee from each high school in the Issaquah School District. Please email your completed application (in Word or PDF, not handwritten) to Issaquah Schools Foundation at info@isfdn.org. Interviews will be held via Zoom in mid-late May, to be scheduled at a mutually convenient time for the applicant and interviewer(s). Applicants will be notified of a decision in early June. **Thank You!**

(You may format your responses to below in a separate document, and submit as many pages as necessary, as long as the content remains in the order listed below.)

Name (First & Last):	
Email:	
Phone (mobile or home):	
Address (Street or PO Box, City, Zip):	
High School you attend:	
Grade in 2022-23 school year:	

1. Please list any school activities (elective courses, clubs, sports, etc.) that you have participated in during your high school years, and any leadership roles or key accomplishments in those activities.

2. Please list activities you participate in outside of school and your involvement (time commitment and any leadership roles) in those activities.

3. During your freshman year of remote learning, tell us how you were able to connect with your high school community and peers; and how do you stay informed about all that is happening at your school this year?

4. Tell us how the Issaquah Schools Foundation impacts your classrooms, activities, and /or community.

