



LAWRENCE TOWNSHIP SCHOOL  
**FOUNDATION**

Dear Board Prospect,

Thank you for your interest in joining the Lawrence Township School Foundation (LTSF) Board of Directors. We are currently recruiting highly motivated, dynamic individuals to join our team in support of Lawrence Township students. LTSF strives for balanced board representation that mirrors our community's diversity. The profile of successful board candidates includes a passion for public education, commitment to community service, and a willingness to leverage personal and professional networks to extend the mission of the Foundation.

The Lawrence Township School Foundation has been the fundraising organization for MSD of Lawrence Township Schools since 1983. In fact, the Foundation has invested over \$5.7 million in our students, teachers, schools, and district. The impact of our scholarships, programs, and grant funding has provided academic innovation as well as filled gaps in basic need funding. The Caruthers Institute recently ranked LTSF in the Top 50 K-12 education foundations in the nation for the second year in a row, and 4<sup>th</sup> in the nation among other education foundations of a similar size. This incredible success is a result of both the vision and the hard work of the Board of Directors.

The Board is primarily accountable for ensuring the organization is meeting our mission of connecting community and classrooms to provide the resources need for all children to excel. An essential component of this responsibility is to ensure the organization has the capacity and resources required to meet our strategic goals.

Enclosed is information designed to provide an overview of board member expectations including a position description, commitment form, and application. Please feel free to contact any board member or our Executive Director, Cori Korn, for more information. Again, thank you for your interest in LTSF and the community we serve.

Together the Mission is Possible!

Arun Murali  
President, Board of Directors



## 2018-2019 COMMITTEE DESCRIPTIONS

### Executive Committee



The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and one (1) Director-at-Large. The Executive Committee shall meet and conduct the business of the Corporation, when necessary, between regularly scheduled Board meetings. Additionally, the Executive Committee is responsible for personnel issues including monitoring of annual review, compensation, and employment law. All decisions made by the Executive Committee during these interim periods must be ratified by the Board of Directors at the next regularly scheduled or special meeting. The President shall preside at meetings of the Executive Committee. The Executive Director shall serve on the Executive Committee in an ex-officio capacity.

### Governance Committee



The Governance Committee is responsible for the ongoing review and recommendation to enhance the quality and future viability of the Board. This Committee is responsible for the annual board self-assessment, board succession planning, and the annual review of the by-laws, as well as serving as the Grievance Committee for any formal grievances against the Board Chair. The Governance Committee will select and prepare a slate of officers and new members to present to the board for approval at the May meeting of the Board of Directors. No member of the Governance Committee may be nominated for election to the Executive Committee while he or she is then serving as a member of this committee. The Board of Directors shall appoint five (5) members to serve on the Governance Committee and designate the Chairperson.

### Audit & Finance Committee



The Audit & Finance Committee shall advise the Board on all financial matters, support the development of the annual budget, interpret the overall financial health of the organization, recommend the accounting firm to conduct the annual review of the Corporation, and perform such other duties as the President or Board may request. The Treasurer shall serve as Chairperson of the Audit & Finance Committee. The Board of Directors shall appoint an additional four (4) members to serve on the Audit & Finance Committee. The President, Executive Director, and other necessary staff shall serve on the Audit & Finance Committee in an ex-officio capacity. Additionally, this committee will have oversight over the Investment Committee.

## COMMITTEE DESCRIPTIONS CONTINUED

### Investment Committee

The Investment Committee shall report directly to and its oversight shall be the responsibility of the Finance Committee of the Foundation. It shall be devised with a minimum of three members and shall meet no less than annually to accomplish, at a minimum the following:

1. a review of Portfolio performance and composition and adherence to Policy guidelines
2. an assessment of the Foundation's liquidity needs and assurance that the Portfolio adequately provides for requisite liquidity, and
3. an assessment of adequacy of designated investment manager, if any, and a review of associated fees assessed and management performance.

### Creative Impact Grants Committee ✨

The Grants Committee shall make recommendations for the award of application grants made with funds of the Corporation pursuant to the guidelines that may be established by the Board of Directors and federal or state law. The Board of Directors shall appoint at least five (5) and no more than nine (9) members to serve on the Grants Committee and designate the Chairperson.

### Development Committee

The Development Committee is responsible for on-going strategic planning of fund development. Responsibilities include the identification, solicitation, and cultivation of prospects in conjunction with staff and board members. Specific areas will include:

1. **Alumni Engagement** - Responsible for cultivating relationships with alumni in an effort to gain support of the Foundation through participation in events and ultimately financial donations. Members will serve as ambassadors and advocates for both the Lawrence Township School Foundation and MSD of Lawrence Township.
2. **Legacy Society** – Increase awareness and build relationships with those interested in planned giving opportunities.
3. **President's Leadership Council** (Donors who give \$1,000+ unrestricted donation) – Focus is on donor engagement at this level of giving.

### Scholarship Committee ✨

The Scholarship Committee shall make recommendations for the award of scholarships made with funds of the Corporation pursuant to the guidelines that may be established by the Board of Directors and federal or state law. The Board of Directors shall appoint at least five (5) and no more than nine (9) members to serve on the Scholarship Committee and designate the Chairperson.

### Special Events Committees

These committees are responsible for all matters pertaining to special event planning and execution for the Foundation. Current committees:

1. *Light Their Future* Celebration
2. *Fore the Kids* Golf Outing
3. Bridge Fund Golf Outing



Indicates committee is part of the LTSF By-laws.

# LTSF BOARD MEMBER APPLICATION

Name of Candidate: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Business/Position: \_\_\_\_\_

Prior Non-profit experience:  Board Service  Sponsor  Volunteer  Other Please Describe: \_\_\_\_\_

Affiliation with Lawrence Township Schools: \_\_\_\_\_

Expertise/Experience:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Accounting/Finance       | <input type="checkbox"/> Government      | <input type="checkbox"/> Non Profit            |
| <input type="checkbox"/> Banking                  | <input type="checkbox"/> Hospitality     | <input type="checkbox"/> Real Estate           |
| <input type="checkbox"/> Business/Entrepreneurial | <input type="checkbox"/> Human Resources | <input type="checkbox"/> School Based/PTO      |
| <input type="checkbox"/> Community Leader         | <input type="checkbox"/> Insurance       | <input type="checkbox"/> Special Program Focus |
| <input type="checkbox"/> Corporate Connections    | <input type="checkbox"/> Legal           | <input type="checkbox"/> Technology            |
| <input type="checkbox"/> Educator                 | <input type="checkbox"/> Marketing/PR    |  |
| <input type="checkbox"/> Fundraising              | <input type="checkbox"/> Media           |  |

Committee Preference (Choose 1 or More):

- |   |  |
|---|--|
| <input type="checkbox"/> Audit & Finance                  | <input type="checkbox"/> Governance                            |
| <input type="checkbox"/> Bridge Fund Golf Outing          | <input type="checkbox"/> Investment                            |
| <input type="checkbox"/> Creative Impact Grants           | <input type="checkbox"/> <i>Light Their Future</i> Celebration |
| <input type="checkbox"/> Development                      | <input type="checkbox"/> Scholarship                           |
| <input type="checkbox"/> <i>Fore the Kids</i> Golf Outing |  |

Demographics (optional):

Race/Ethnicity: \_\_\_\_\_

Gender: \_\_\_\_\_

Age: \_\_\_\_\_

**\*\* Please submit a résumé or bio \*\***

Nominating Member: \_\_\_\_\_

Nominating Date: \_\_\_\_\_



# LAWRENCE TOWNSHIP SCHOOL FOUNDATION 2018 - 2019 BOARD MEMBER MISSION PLAN

## GIVE

My unrestricted *gift of personal significance* to the Lawrence Township School Foundation (LTSF) Annual Fund is \$\_\_\_\_\_.

- I would like to make this annual commitment for \_\_\_ 3 years, \_\_\_ 2 years, \_\_\_ 1 year.
  - I would like to pay this annual commitment:
    - \_\_\_ Once annually, on \_\_\_\_\_
    - \_\_\_ Four equal quarterly payments.
    - \_\_\_ Equal monthly payments equivalent to my total pledge amount divided by \_\_\_\_\_ (the number of months remaining in the fiscal year, July 1, 2018-June 30, 2019).
  - I would like:
    - \_\_\_ to use my debit/credit card to be automatically charged according to the above.
- Card#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Name(s) as you would like to be recognized: \_\_\_\_\_

## SERVE

Participate in 5 of the activities listed below. (Indicate choices)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Actively participate in the Donor Development process.    | <input type="checkbox"/> Personally attend an LTSF event(s):  |
| <input type="checkbox"/> Serve on or lead a LTSF Committee(s).<br>Specify committee(s): _____ | ___ September 2018 Bridge Fund Golf                           |
| _____   | ___ March 2019 Celebration                                    |
| <input type="checkbox"/> Volunteer and represent LTSF at a community event(s):                | ___ June 2019 Golf Outing                                     |
| ___ August 2018 Public Safety Day   | <input type="checkbox"/> Recruit attendees to LTSF events:    |
| ___ September 28, 2018 Indy DO Day  | ___ Foursome for Bridge Fund Golf Outing                      |
| ___ October 6, 2018 Indianapolis Half & 5K  | ___ Table of 10 for the Celebration                           |
| ___ May 2019 Geist Half/10K/5K  | ___ Foursome for the June Golf Outing                         |
|   | <input type="checkbox"/> Provide or secure in-kind donations. |
|   | <input type="checkbox"/> Include LTSF in your planned giving. |
|   | <input type="checkbox"/> Other _____                          |

## SUPPORT

- Prepare for, attend, and actively participate in a minimum of four Board Meetings annually.
- Attend annual *Thanks for Giving* Reception.
- Support the decisions made by a majority of the board.
- Promote LTSF whenever possible by sharing impact stories, utilizing social media, and encouraging individuals and businesses to financially support LTSF.
- Act as the ears and eyes of LTSF and provide feedback to staff in effort to elevate the organization.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_