

## **LEF Committee Descriptions**

### **Administration & Finance**

#### *Purpose*

The mission of the Committee is to develop administrative and financial policy recommendations to the Board, and to direct and oversee the administrative and financial matters of the Foundation in a manner to ensure perpetuity of current and ongoing, continual assets.

#### *Objective*

To accomplish the mission, the tasks of the Committee shall include but not be limited to:

- Assist in setting realistic goals and timelines for achievement of the Foundation's mission.
  - Forecast expendable assets and plan the Foundation budget, for submission to Board prior to the January 1 commencement of each budget year.
  - Prepare and maintain necessary documents for receipt of donations to the Foundation.
  - Establish and maintain effective treasury, accounting, record keeping, and reporting systems, including adequate internal controls to assure continuation of tax-exempt status.
  - Recommend to the Trustees the independent public accountants and coordinate the annual audit.
  - Develop and recommend to the Trustees a formal investment program to sustain the Foundation's endowment.
  - Monitor all expenditures in keeping with program allocations of the Foundation.
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### **Development**

#### *Purpose*

The mission of the Development Committee is to generate means to solicit donation of funds to the Lewisville Education Foundation for investment, endowment, and current program uses to adequately support the Foundation's short and long-term goals, as established by the Foundation's trustees.

#### *Objective*

In order to accomplish its mission, the committee will develop plans to solicit support from prospective donors in all segments of the Lewisville Independent School District community and elsewhere. The committee tasks include but are not limited to:

- Develop specific means of donations and suggested guidelines, such as in-kind, cash, and planned giving.
- Develop an endowment plan to perpetuate funding.
- Maintain recognition of Founding Donors.
- Create a plan to address specific groups for donations (work closely with Public Relations Committee):
  - LISD employees
  - LISD alumni
  - LISD families
  - Business and professional
  - Civic groups
  - Industry
  - Community in general

- Develop fund raising event(s).
  - Direct staff in compilation and maintenance of data base of established and potential donors.
  - Publish regular updates on memorials and tributes (in conjunction with the Treasurer and the Community Relations Committee)
  - Make semi-annual reports of progress and planned giving solicitations to the Board of Directors, Advisory Board, all donors, and the community.
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## **Community Relations**

### *Purpose*

The mission of the Community Relations Committee is to develop public interest in and awareness of the Foundation's programs and activities.

To accomplish its mission, the committee will develop and disseminate information packets concerning programs in Lewisville Independent School District, prepare stationery needs, develop brochures and other publications concerning the Foundation, establish a speakers bureau and channels for presentations, prepare press releases as needed, prepare reports to the community, and utilize other means as deemed appropriate. The committee will work in close conjunction with the Development Committee in accomplishing mutual goals.

### *Objective*

- Develop basic themes for Foundation slogan, logo, and colors.
  - Prepare Foundation collateral materials, including regular stationery, acknowledgment thank you cards, memorial notification cards, and gift notification cards.
  - Design other public materials as needed such as donation envelopes, brochures, etc.
  - Prepare posters for display in businesses and on campuses.
  - Maintain speaker's bureau, including content of speeches, presenters, and solicitation of outlets for presentations.
  - Develop audio-visual materials, such as PowerPoint templates.
  - Establish a Foundation photographer for all events.
  - Outline non-traditional means for communication and promotion (i.e. bumper stickers, lapel pins, printed pencils, displays at fairs, inserts for business billings, etc.)
  - Develop media access: newspaper releases, radio and television interviews, and advertising.
  - Explore online and social media opportunities to broaden the platform and awareness of the Foundation. This includes evaluation, updating and improvements to the LEF website.
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## **Programs & Outcomes**

### *Purpose*

The Mission is to Enrichment of education impacts our teachers, our students and ultimately our community. The Program Allocations Committee is the principal committee through which the Foundation implements its enrichment programs. The Committee sets standards for applications for scholarships and grants under the Foundation programs; it receives applications, screens and analyzes them, then recommends funding or other action to the Directors. Excellence in education is the Committee's primary objective.

## *Objective*

The tasks and activities of the Program Allocations Committee shall include but not be limited to:

- Develop application forms and explanation sheets for each program area delineated by the Foundation.
  - Develop and implement a dissemination plan to distribute necessary application information and forms to all campuses in like manner and identical time frames.
  - Establish specific criteria for selection of recipients in each program area.
  - Examine all proposals in each program area and select the recipients.
  - Design a method for announcement of recipients, including adequate publicity and recognition.
  - Monitor appropriate usage of award funds and provide promotional follow-up when possible.
  - Assist in conducting the Annual Awards Event.
  - Obtain Board of Directors approval for the selected award recipients and disbursement of award funds.
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## **Governance**

### *Purpose*

The Governance committee is responsible for ongoing review and recommendations to enhance the quality a future viability of the board of directors. The work of the committee revolves around the following five major areas:

#### 1. Board Role and Responsibilities

- Leads the board in regularly reviewing and updating the board's statement of its roles and areas of responsibility, and what is expected of individual board members.
- Assists the board in periodically updating and clarifying the primary areas of focus for the board, and helps shape the board's agenda for the next year or two based on the strategic plan.

#### 2. Board Composition

- Leads in assessing current and anticipated needs related to board composition, determining the knowledge, attributes, skills, abilities, influence, and access to resources the board will need to consider in order to accomplish future work of the board.
- Develops a profile of the board as it should evolve over time.
- Identifies potential board member candidates and explores their interest and availability for board service.
- Nominates individuals to be elected as members of the board.
- In cooperation with the board chair, contacts each board member to assess his or her continuing interest in board membership and term of service and works with each board member to identify the appropriate role he or she might assume on behalf of the organization.

#### 3. Board Knowledge

- Designs and oversees a process of board orientation, including gathering information prior to election as board member and information needed during the early stage of board service.
- Designs and implements an ongoing program of board information and education.

#### 4. Board Effectiveness

- Initiates periodic assessment of the board's performance. Proposes, as appropriate changes in board structure and operations.

- Provides ongoing counsel to the board chair and other board leaders on steps they might take to enhance board effectiveness.
- Regularly reviews the board's practices regarding member participation, conflict of interest, confidentiality, etc., and suggests improvements.
- Periodically reviews and updates the board's policy guidelines and practices.

#### 5. Board Leadership

- Takes the lead in succession planning taking steps to recruit and prepare for future board leadership.
- Nominates board members for election as board officers.