



Dear HSEF Board Prospect,

Thank you for your interest in joining the Hamilton Southeastern Education Foundation (HSEF) Board of Directors. We are currently recruiting highly motivated, dynamic individuals to join our team. HSEF strives for balanced board representation that mirrors our community's diversity. We have found 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.

Hamilton Southeastern Education Foundation has been Fishers preeminent education organization for the last decade. In fact, the foundation has invested well over \$1.5 million in our students, teachers, schools, and district. The impact of our scholarships and grant funding has fueled academic innovation as well as filled gaps in basic need funding. The Caruthers Institute recently ranked HSEF 4th in the nation among other education foundations. 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 enhancing educational opportunities, inspiring excellence and engaging the community to foster a legacy of achievement.** 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 you 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, Justin Hirnissey, for more information. Again, thank you for your interest in HSEF and the community we serve. We truly believe that together we can fuel the future!

Sincerely,

Justin Hirnissey
Executive Director

Julie Ragsdale
President of the Board



Board of Directors Position Description

PURPOSE:

To provide strategic vision, organizational oversight, and adequate resources to ensure the Hamilton Southeastern Education Foundation achieves its mission to enhance educational opportunities, inspire excellence and engage the community to foster a legacy of achievement.

CHARGE OF THE BOARD:

1. Develop and approve strategic plan, goals and objectives.
2. Select, employ, periodically assess and, if necessary, dismiss the Executive Director.
3. Ensure the organization has adequate resources, financial and other, to achieve goals.
4. Adopt and monitor the agency's operating budget.
5. Perform its legal responsibilities and protect the assets of the organization.
6. Network and build relationships on behalf of the foundation.

SPECIFIC DUTIES OF A MEMBER OF THE BOARD:

1. Attend an orientation and training session at the beginning of your tenure and as needed throughout term(s).
2. Advanced preparation for board and committee meetings, including review of appropriate documents.
3. Actively participate in a minimum of 70% of board meetings.
4. Actively participate in two standing committees.
5. Actively participate in Share Your Passion including financially supporting the Foundation at a self-determined level you consider generous as well as facilitating fundraising efforts.
6. Participation in organizational initiatives and events including, but not limited to, fundraising and marketing events, ad hoc committees, and board trainings or retreats.
7. Champion the foundation with your personal and professional network. Recruit community members to support the mission through board service, committee service, and participation in organizational initiatives.
8. Consideration of leadership responsibilities including chair or officer roles.
9. Remain informed of agency's programs, policies and services as well as community and stakeholder needs and atmosphere.
10. Remain in good standing with the community we serve and reflect positively on the foundation.
11. Actively avoid conflicts of interest. Disclose any potential conflicts in a timely fashion.

WHAT BOARD CAN EXPECT FROM STAFF:

- Training, Orientation and Direction; Availability of an experienced Board Member to serve as mentor.
- Current, accurate information.
- Availability and Accountability.
- Economical use of your time.
- Calendar of events, meetings, etc.
- Recognition, appreciation and thanks.

TERM:

Three years, Renewable. Two term limit.

RESIGNATION:

In writing to the President, Board of Directors.



Mission Committees

Grants & Scholarships – Provides oversight for grant/scholarship review and allocation process. Typically meets quarterly with some pre-meeting preparation work including substantial reading of applications. Preference will be given to board members in their third and fourth year of board service.

Community Engagement – Responsible for elevating the Foundation’s presence in the community including public relations, branding, media outreach, newsletters, web presence and social media. Members should feel comfortable with public speaking, staffing community events/booths, networking, copywriting, graphic design, and/or interacting with diverse stakeholders. Monthly committee meetings plus external preparation.

Fund Development/Event Committees

Fund Development – Oversees fund development strategies including HSE Alumni engagement planning. Generates annual prospect lists, cultivates individual and corporate gifts, monitors key metrics, and provides reports to the Board of Directors. Members should be comfortable making asks of various amounts to diverse stakeholders. Monthly committee meetings plus external preparation.

Game Day – Organizes and executes annual dinner event including securing sponsorships and auction items in addition to event logistics (venue, entertainment, menu, AV, signage, etc.). Committee typically meets Oct/Nov – March.

Geist Half Marathon – Responsible for coordinating Foundation efforts to support the GHM event, including event promotion and volunteer recruitment. Typically meets monthly from Fall to Spring and more frequently near May event (Limited to 3 Board Members).

Mudsock – Organizes and executes annual football VIP event, including securing sponsorships and event tickets and supporting event logistics. Time commitment varies, though typically concentrated May – Sept.

Administrative Appointments / Ad Hoc Committees

Board Development/Leadership – The Past President will chair Board Development efforts, including recruiting, training, and retaining board members. S/He will also monitor the board matrix, manage the Share Your Passion process, and present the annual slate of officers. The Board Development Chair may rely on the Executive Committee and/or convene an ad hoc committee as needed.

Finance – The Board Treasurer serves as Chief Financial Officer for the organization, providing oversight of budget & finance issues including investments and responsible for preparing and distributing financial reports to the board. Additional responsibilities include ensuring the Foundation is current with required legal filings including, but not limited to, annual 990, tax preparations, business entity reports, and audit preparations. The Board Treasurer may rely on the Executive Committee and/or convene an ad hoc finance committee as needed.

Executive – Officers of the Board of Directors and standing committee chairs (as appointed), in accordance with bylaws.



Board Member Commitment Agreement

As a Board Member of the Hamilton Southeastern Education Foundation, I understand that my duties and responsibilities include the following:

1. I am fiscally responsible, with the other board members, for this organization. It is my duty to be active in not only in approving and managing the organizational budget, but also in fundraising to meet that budget.
2. I am legally responsible, along with the other board members, for this organization. I understand that I protect myself from liability by acting “in good faith” by attending meetings regularly and actively providing responsible oversight of the agency including familiarizing myself with bylaws and other agency documents and information.
3. I am morally responsible for the health and well-being of this organization. As a member of the board, I have pledged myself to help realize the mission, which is *to enhance educational opportunities, inspire excellence and engage the community to foster a legacy of achievement.*
4. I will give what is for me a significant donation as well as participate in “Share Your Passion.”
5. I will be active in at least two committees. Additionally, I will serve as a school liaison.
6. I will attend a minimum of 70% of the board meetings every year and be available for phone consultation. I understand that commitment to this board will involve a good deal of time and will probably not involve less than 4 hours per month and will vary based on my committee selection.
7. I will scrupulously avoid any conflict of interest between the interests of the Hamilton Southeastern Education Foundation, and my personal, professional, and business interests. I understand that the purposes of this policy are to protect the integrity of the decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and board members. I will disclose any potential conflict of interest to the full board and understand that after disclosure I will be asked to leave the room for the discussion and will not be permitted to vote on the question.
8. I understand that in performing my duties as a volunteer that I may encounter information that is sensitive and confidential in nature. I agree to hold all such information in strict confidence and not disclose to any other party without the prior written consent of HSEF.
9. I find all the above reasonable for the operation of the Board of Directors and acceptable to me as a Board Member. I understand that if I fail to act in good faith with the above requirements that I must resign, or someone from the Board may ask me to resign.

Signature and Date



HAMILTON SOUTHEASTERN
EDUCATION FOUNDATION

Share Your Passion 2020-21

2019-20 Board: Average \$6,719 / Median \$4,192

Board Member:

Committees: Goal: 2

Attendance: Goal: 70% School Liaison: TBD annually

	Goal	Actual	Notes
Give			
Personal or Your Business			
Grow Club	\$0.00	\$0.00	How much will you personally give? Note annual total. Grow Club - Visit here to learn more: https://hsefoundation.org/donate/grow-club/
Giving Tuesday	\$0.00	\$0.00	How much will you personally give? Giving Tuesday - Visit here to learn more: https://hsefoundation.org/events/giving-tuesday/
Mudsock Tickets	\$0.00	\$0.00	How many will you personally buy? Mudsock Tickets: \$50/each in 2019
Game Day Tickets	\$0.00	\$0.00	How many will you personally buy? Game Day Tickets: \$75/each in 2019
Additional donation	\$0.00	\$0.00	How much will you personally give outside of above?
Time			
Mudsock			Will you volunteer for this event? How? For more details on how you might volunteer for this event, please contact the committee chair.
Game Day			Will you volunteer for this event? How? For more details on how you might volunteer for this event, please contact the committee chair.
Public Speaking/Community Events			Will you volunteer for this event? How? Public Speaking/Community Events possibilities: school liaison related events, alumni events, etc.
Award Recognition			Award Recognition: Attend events at schools where grants awarded.
Mixers			Will you attend? How many? Mixers: Attend x out of 4
Other			Note other ways you may volunteer time.



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Get			
Event Support (new or repeat)			
Mudsock Sponsor	\$0.00	\$0.00	<i>How much will you solicit? From where/whom? Mudsock Sponsorship Levels: \$500/\$1,000/\$2,000 in 2019 How many will you sell?</i>
Mudsock Tickets	\$0.00	\$0.00	<i>Mudsock Tickets: \$50/each How much will you solicit? From where/whom?</i>
Game Day Sponsor	\$0.00	\$0.00	<i>Game Day Sponsorship levels: \$500/\$1,000/\$3,000/\$5,000/\$7,500/\$15,000 in 2019 How many will you sell?</i>
Game Day Tickets	\$0.00	\$0.00	<i>Game Day Tickets: \$75/each How much will you solicit? From where/whom?</i>
Game Day Auction/Raffle	\$0.00	\$0.00	<i>Board Members are given soft credit for the amount of funds raised through their auction donation items and asked to bring in at least five (5) items.</i>
Other	\$0.00	\$0.00	<i>Note other ways you may financially support events.</i>
Development (new)			
Grow Club	\$0.00	\$0.00	<i>How much will you solicit? Source? Grow Club - Visit here to learn more: https://hsefoundation.org/donate/grow-club/ How much will you solicit? Source?</i>
Giving Tuesday	\$0.00	\$0.00	<i>Giving Tuesday - Visit here to learn more: https://hsefoundation.org/events/giving-tuesday/</i>
Individual Solicitation	\$0.00	\$0.00	<i>How much will you solicit? Source?</i>
Other Corporate	\$0.00	\$0.00	<i>How much will you solicit? Source?</i>
In Kind			
Mudsock	\$0.00	\$0.00	<i>How much will you solicit? Source?</i>
Game Day	\$0.00	\$0.00	<i>How much will you solicit? Source?</i>
Other	\$0.00	\$0.00	<i>How much will you solicit? For what? Source?</i>
Board Development			
Board Recruitment			<i>How many members will you recruit? Names?</i>
Advisory Council Recruitment			<i>How many members will you recruit? Names?</i>
Committee Recruitment			<i>How many members will you recruit? Names?</i>
TOTALS:			
School Liaison Preference			
School Choice #1			<i>Each Board Member is assigned a school to engage with throughout the year as a liaison. List top 3 preferences.</i>
School Choice #2			
School Choice #3			



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HSEF BOARD MEMBER APPLICATION

Name of Candidate: _____

E-mail: _____ Phone: _____

Address: _____

Business/Position: _____

Prior Non-Profit experience: Board Service Sponsor Volunteer Other

Please Describe: _____

Affiliation with HSE Schools: _____

Expertise/Experience:

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

Committee Preference (Choose 2 or More):

- | | |
|---|--|
| <input type="checkbox"/> Board Development | <input type="checkbox"/> Grants & Scholarships |
| <input type="checkbox"/> Community Engagement | <input type="checkbox"/> Geist Half Marathon |
| <input type="checkbox"/> Fund Development | <input type="checkbox"/> Mudsock |
| <input type="checkbox"/> Game Day | <input type="checkbox"/> Greatest Need |

Demographics (optional):

Race/Ethnicity: _____

Gender: _____

Age: _____

**** Please submit a résumé and bio if available ****

Nominating Member: _____

Nominating Date: _____