



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 nearly \$2 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,

A handwritten signature in black ink that reads 'Justin Hirnissey'.

Justin Hirnissey
Executive Director

A handwritten signature in black ink that reads 'William H. Bryan'.

William H. Bryan
Past President of the Board



HAMILTON SOUTHEASTERN
EDUCATION FOUNDATION

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.



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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.

Alumni – this committee is responsible for serving as a liaison between the Alumni Advisory committee and the foundation. Additionally, this committee will be responsible for alumni engagement activities related to the Tigers Royals Alumni Network (reunions/networking events, spotlights, recognition, Homecoming, etc.). Regular committee meetings plus external preparation.

Fund Development/Event Committees

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 with support from this committee. 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.

Fund Development – Oversees fund development strategies. 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. Regular committee meetings plus external preparation.

Game Day – Organizes and executes largest annual fundraising event including securing sponsorships and auction items in addition to event logistics (venue, entertainment, menu, A/V, signage, etc.). Committee typically meets from October – March.

5k / Running Events – Responsible for coordinating Foundation efforts to support school running events, including event promotion and volunteer recruitment (as needed). Committee communicates regularly with building school running contact in partnership with board member liaison (Limited to 3 Board Members).

Mudsock VIP – Organizes and executes annual football VIP event, including securing sponsorships and event tickets and supporting event logistics. Committee typically meets from May – October.



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 am asked to share information about HSEF programs through my network, including social media. I further agree to avoid posting anything that may harm the goodwill or reputation of HSEF and those we serve, along with any disparaging or discriminatory statements as well as confidential information about the organization.
5. I will give what is for me a significant donation as well as participate in “Share Your Passion.”
6. I will be active in at least two committees. Additionally, I will serve as a school liaison.
7. 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.
8. 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.
9. 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.
10. 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

Revised 4.23



HAMILTON SOUTHEASTERN
EDUCATION FOUNDATION

HSEF BOARD MEMBER

Share Your Passion 2022-23

2021-22 Board: Average \$7,726.64 / Median \$5,655.60

JANE SMITH

Committees:	Community Engagement, Mudsock		
Attendance:		School Liaison:	

Last update: 4/18/23

FINANCIAL CONTRIBUTIONS

	GIVE GOAL	GET GOAL	REALIZED GIVE	REALIZED GET	NOTES
GROW CLUB	\$ 120.00	\$ 60.00	\$120.00	\$0.00	\$10/month; will solicit new member
MUDSOCK	\$ 120.00	\$ 1,240.00	\$500.00	\$1,520.00	buy 2 ticket; get 2 sponsors and sell 4 tickets
GIVING TUESDAY	\$ 500.00	\$ 500.00	\$500.00	\$250.00	donate \$500; get \$500 in donations
GAME DAY	\$ 5,000.00	\$ 1,000.00	\$5,550.00	\$1,100.00	buy sponsorship, buy 2 tickets & 1 raffle ticket, a auction purchases; get one sponsor, sell 2 tickets, solicit donation for auction
THANK AN EDUCATOR	\$ 100.00	\$ 40.00	\$100.00	\$20.00	will nominate 10 and get 4 nominations from friends
OTHER	\$ -	\$ -	\$0.00	\$0.00	
TOTALS:	\$ 5,840.00	\$ 2,840.00	\$6,770.00	\$2,890.00	

TIME COMMITMENT

	GOAL	REALIZED	NOTES
MUDSOCK	Yes		on Committee, will assist with set up, tear down
GAME DAY	Yes		can assist with set up, tear down
ALUMNI EVENT			interested
THANK AN EDUCATOR	Yes		will assist with assembling packages and delivery to schools
PUBLIC SPEAKING/COMMUNITY EVENTS	Yes		will speak or attend event as rep if fits into schedule
GRANTS	Yes		will help with Grant Patrol in fall or spring
SCHOLARSHIPS	No		unable to assist with awards

BOARD DEVELOPMENT

	GOAL	REALIZED	NOTES
Board Recruitment	Beth Board		recruit for HSEF Board
Advisory Council Recruitment			
Committee Recruitment	Abby Auction		recruit for Game Day auction committee

BOARD MEMBER INFO:

Address	123 Main St.
Cty	Fishers
Zip	46040
Preferred Phone	317-555-5555
Preferred Email	jane@jane.com
Occupation	Owner/President
Employer	ABC Corp

INSTRUCTIONS:

ONLY FILL OUT PORTIONS OF THE FORM HIGHLIGHTED IN YELLOW.

GIVE- provide total donations you or business you own will provide

GET- provide total donations you anticipate will solicit on behalf of HSEF that are new or repeat fi

TIME COMMITMENT - Will you assist with the following events and/or find volunteers to assist? Yes or No only.

BOARD DEVELOPMENT - individuals you identify and assist recruiting to join HSEF

NOTES - Provide any details to help us track this information such as names of individuals and/or businesses you will solicit.

Board Members will receive updates at the December and June meetings.



HAMILTON SOUTHEASTERN
EDUCATION FOUNDATION

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 this application plus a résumé and bio if available to jhurnisey@hse.k12.in.us ****

Nominating Member: _____

Nominating Date: _____