

**TRITT TIGER FOUNDATION BOARD NOMINATION INFORMATION**  
**APPROVED FEBRUARY 5, 2010**

**TIME COMMITMENT**

- The TTF Board term is April 1 to March 30, with meetings during the summer.
- The board meets once a month, usually the 1<sup>st</sup> Friday of the month at 7:30 AM.
- Executive Board meets at least every-other month in addition to attending monthly Board meetings.
- There will be an annual planning meeting and additional committee meetings may be required.

**TTF BOARD BEST PRACTICES FOR ALL BOARD MEMBERS:**

1. TTF strives for 100% board participation in the Patron Program. Although there is no required donation level, it is recommended that board members participate at the suggested level of \$100 per child.
2. Participate in the donor recognition event through either a food or monetary contribution.
3. Assist in establishing goals to support TTF strategic plan.
4. Create and submit budget by the indicated deadlines and adhere to budget throughout term.
5. Be familiar with the Constitution/Bylaws and policies and procedures.
6. Track time and resources used to meet goals to be used for future planning.
7. Identify and develop potential leadership for committee for upcoming year.
8. Ensure turnover with incoming & outgoing Board members is complete prior to start of new board term. Provide necessary transition documentation and mentoring before the end of each school year.
9. Attend 80% of Board meetings as a voting member. When not in attendance, send a representative or committee member in your place.
10. Attend annual strategic planning meeting.
11. If new to the Board, attend annual Board orientation meeting help in April.
12. Maintain confidentiality of TTF business matters.
13. Be a positive representative of TTF.

### **BOARD FUNCTIONS:**

1. No limitation on total years of service as a TTF Board member.
2. Term limits in any one position are recommended to be 1 year minimum and three year maximum.
3. Define a member of Executive Board as President-Elect who will serve as president the following year, or when the President's term has concluded. This person would serve as a backup for the President in the case that the President could not perform duties as described.
4. President will serve one year as Past President / Member at large after President role is complete.

### **13 voting positions**

12 from TTF Board

1 from Tritt Administration

### **Standing Committees**

Strategic Planning Committee (ongoing)

Investment Committee (ongoing)

Nomination Committee (Spring)

ByLaws Committee (ongoing)

## EXECUTIVE BOARD POSITIONS

<p><b>President</b></p> <p>Candidate:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sets vision &amp; strategy for the Foundation</li> <li><input type="checkbox"/> Working with administration, oversees the TTF programs</li> <li><input type="checkbox"/> Represents TTF at all public events</li> <li><input type="checkbox"/> Appoints Nominating Committee as well as other necessary committees</li> <li><input type="checkbox"/> Creates and oversees TTF Annual calendar</li> <li><input type="checkbox"/> <b>VOTING POSITION / Executive Board member</b></li> <li><input type="checkbox"/> <b>REPORTS TO DONORS / STAKEHOLDERS</b></li> </ul>
<p><b>Vice-President - FUNDRAISING</b></p> <p>Candidate:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Oversees Patron Program, including oversight of committee chair to coordinate campaign, publicity, track income, maintain donor base and manage reporting.</li> <li><input type="checkbox"/> Oversees Matching &amp; Grants Chairperson</li> <li><input type="checkbox"/> Oversees Square One Art Fundraiser</li> <li><input type="checkbox"/> Works with Communications &amp; Foundation Council to assure fundraising information is effectively communicated to donors.</li> <li><input type="checkbox"/> Coordinates donor recognition activities</li> <li><input type="checkbox"/> Can represent TTF at all public events when President not available</li> <li><input type="checkbox"/> <b>VOTING POSITION / Executive Board member</b></li> <li><input type="checkbox"/> <b>REPORTS TO PRESIDENT</b></li> </ul>
<p><b>Vice-President - PROGRAMS</b></p> <p>Candidate:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Oversees ASEP Programming, and all TTF events, including Meet n' Greet, Enrichment activities, and Annual Meeting.</li> <li><input type="checkbox"/> Oversees Labs via Lab Liaison</li> <li><input type="checkbox"/> Works with Communications &amp; Foundation Council to assure information is effectively communicated to donors.</li> <li><input type="checkbox"/> Facilitates annual satisfaction &amp; needs assessment survey</li> <li><input type="checkbox"/> Can represent TTF at all public events when President not available</li> <li><input type="checkbox"/> <b>VOTING POSITION / Executive Board member</b></li> <li><input type="checkbox"/> <b>REPORTS TO PRESIDENT</b></li> </ul>
<p><b>Vice-President - COMMUNICATIONS</b></p> <p>Candidate:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Oversees all communication vehicles, establishes communication message.</li> <li><input type="checkbox"/> Creates Communication timeline and strategy based on TTF annual calendar</li> <li><input type="checkbox"/> Works with Classroom liaisons and teacher liaisons to assure information is effectively communicated to donors.</li> <li><input type="checkbox"/> Can represent TTF at all public events when President not available</li> <li><input type="checkbox"/> Works with board members to effectively publicize events and TTF activities.</li> <li><input type="checkbox"/> Monitor &amp; maintain TTF email account &amp; database</li> <li><input type="checkbox"/> Produces communication materials as needed</li> <li><input type="checkbox"/> Check general TTF email account regularly</li> <li><input type="checkbox"/> <b>VOTING POSITION / Executive Board member</b></li> <li><input type="checkbox"/> <b>REPORTS TO PRESIDENT</b></li> </ul>
<p><b>Treasurer</b></p> <p>Candidate:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Responsible for making bank deposits</li> <li><input type="checkbox"/> Duties include: Set annual goals and budget , prepare and manage the budget process, create and update financial polices, contract with an external auditing firm, ensure tax documents are complete</li> <li><input type="checkbox"/> Oversees financial transactions for the annual Tritt musical</li> <li><input type="checkbox"/> <b>VOTING POSITION / Executive Board member</b></li> <li><input type="checkbox"/> <b>REPORTS TO PRESIDENT</b></li> </ul>
<p><b>Secretary</b></p> <p>Candidate:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinates with President to establish agenda. Distributes agenda at least 2 days prior to each Board meeting</li> <li><input type="checkbox"/> Writes and distributes minutes within 1 week after meetings</li> <li><input type="checkbox"/> Creates Board and Committee folders with all reference info</li> <li><input type="checkbox"/> Manages the governance and oversight of Board, maintaining the bylaws and ensuring the TTF Board is in compliance.</li> <li><input type="checkbox"/> <b>VOTING POSITION / Executive Board member</b></li> <li><input type="checkbox"/> <b>REPORTS TO PRESIDENT</b></li> </ul>

## TTF COMMITTEE CHAIRS

<p><b>Patron Program</b></p> <p>Candidate:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Manages all aspects of Patron Program execution</li> <li><input type="checkbox"/> Works closely with VP – Fundraising to set strategy and fundraising calendar</li> <li><input type="checkbox"/> Manages communications, forms, donations, prizes, magnets, donor database and fundraising statistics.</li> <li><input type="checkbox"/> <b>VOTING POSITION</b></li> <li><input type="checkbox"/> <b>REPORTS TO VP - Fundraising</b></li> </ul>
<p><b>After-School Enrichment Programs</b></p> <p>Candidate:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Organizes After-School Enrichment Program (ASEP) programs, including coordination with vendors and promotion of programs, creation of ASEP semester schedule.</li> <li><input type="checkbox"/> Recruits and manages fundraising committee volunteers as necessary</li> <li><input type="checkbox"/> Facilitates ASEP class surveys for all participants, each class, each semester</li> <li><input type="checkbox"/> Assists with Patron Program as necessary.</li> <li><input type="checkbox"/> <b>VOTING POSITION</b></li> <li><input type="checkbox"/> <b>REPORTS TO VP - Programs</b></li> </ul>
<p><b>Matching Gift &amp; Corporate Grants</b></p> <p>Candidate:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Manages Matching Gifts &amp; Grants program: <ul style="list-style-type: none"> <li><input type="checkbox"/> Works to increase the number of corporate matching gifts through various strategies, such as collecting names of parents' workplaces, follow-up with parents working for companies known to match, maintaining current list of local companies that match donations.</li> <li><input type="checkbox"/> Investigate grants that are a good fit for Tritt and writes applications as necessary.</li> </ul> </li> <li><input type="checkbox"/> Assist with Patron Program as necessary.</li> <li><input type="checkbox"/> <b>VOTING POSITION</b></li> <li><input type="checkbox"/> <b>REPORTS TO VP - Fundraising</b></li> </ul>
<p><b>Classroom Liaison Council Coordinator</b></p> <p>Candidate:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Recruits and manages Foundation Council classroom reps and grade reps.</li> <li><input type="checkbox"/> Organize &amp; attend all Foundation Council meetings and planning sessions.</li> <li><input type="checkbox"/> Maintains regular contact with grade reps to share and gather information. Grade reps are responsible for: <ul style="list-style-type: none"> <li><input type="checkbox"/> Highlighting grade specific benefits of the TTF programs in Science lab &amp; Computer lab to parents</li> <li><input type="checkbox"/> Distributing information about classroom participation in Patron Program</li> </ul> </li> <li><input type="checkbox"/> Responsible for bringing input from classrooms to TTF Board.</li> <li><input type="checkbox"/> <b>VOTING POSITION</b></li> <li><input type="checkbox"/> <b>REPORTS TO VP - Communications</b></li> </ul>
<p><b>Event Coordinator</b></p> <p>Candidate:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plans, coordinates, and executes major TTF events throughout the school year.</li> <li><input type="checkbox"/> Events include: Teacher Welcome Back Breakfast (July), Welcome Back Family Picnic (July), Meet n' Greet (July), Teacher Appreciation (January), Annual Meeting (Spring) and potential Science Day, Science Fair, ASEP Fair, etc.</li> <li><input type="checkbox"/> Works with other committee chairs to volunteer as needed.</li> <li><input type="checkbox"/> <b>VOTING POSITION</b></li> <li><input type="checkbox"/> <b>REPORTS TO VP - Programs</b></li> </ul>
<p><b>Teacher Liaison</b></p> <p>Candidate:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintains regular contact with teachers to actively share and gather information about TTF programs</li> <li><input type="checkbox"/> Speaks and communicates to teachers on behalf of TTF</li> <li><input type="checkbox"/> Works with teachers to identify potential volunteers for TTF</li> <li><input type="checkbox"/> <b>VOTING POSITION</b></li> <li><input type="checkbox"/> <b>REPORTS TO VP - Communications</b></li> </ul>

<b>Assistant Communication</b>  Candidate:	<input type="checkbox"/> Establishes communication message. <input type="checkbox"/> Works with board members to effectively publicize events and TTF activities. <input type="checkbox"/> Oversees Committee to implement strategy through various vehicles: online newsletter (3x year), email campaigns, web site, bulletin board, Tiger Talk News, school events and Principal's messages. <input type="checkbox"/> Monitor & maintain TTF email account & database <input type="checkbox"/> Produces communication materials as needed, i.e. Meet & Greet brochures, letterhead & note cards. <input type="checkbox"/> <b><u>NON-VOTING POSITION</u></b> <input type="checkbox"/> <b>REPORTS TO VP - Communications</b>
<b>Webmaster</b>  Candidate:	<input type="checkbox"/> Designs and maintains TTF website <input type="checkbox"/> Changes and updates website as needed <input type="checkbox"/> Maintains website account, emails addresses, and technology needs of the Board <input type="checkbox"/> <b><u>NON-VOTING POSITION</u></b> <input type="checkbox"/> <b>REPORTS TO VP - Communications</b>
<b>Lab Liaison</b>  Candidate:	<input type="checkbox"/> Communicates to Lab Instructors – establish open communication regarding needs and ideas of Board <input type="checkbox"/> communicates issues, needs of Lab back to the Board <input type="checkbox"/> Works with Classroom liaison coordinator to create regular messages about lab lessons by grade level <input type="checkbox"/> <b><u>NON-VOTING POSITION</u></b> <input type="checkbox"/> <b>REPORTS TO VP - Communications</b>
<b>Square One Art</b>  Candidate:	<input type="checkbox"/> Works with Art Department to coordinate event date for Square One Art <input type="checkbox"/> Distributes flyers, samples, and order forms <input type="checkbox"/> Collects order forms, tallies orders, prepares deposit slips <input type="checkbox"/> Picks up orders from Square one Art <input type="checkbox"/> Distributes orders to families <input type="checkbox"/> <b><u>NON-VOTING POSITION</u></b> <input type="checkbox"/> <b>REPORTS TO VP - Fundraising</b>
<b>TTF / PTA Liaison</b>  Candidate:	<input type="checkbox"/> Maintains open knowledge, collaboration, and communication between the TTF and PTA. <input type="checkbox"/> Attends TTF Board meetings and PTA Board meetings <input type="checkbox"/> Assists in streamlining communication, requests, and programs across the school calendar to prevent multiple, uncoordinated request of parents or teachers <input type="checkbox"/> <b><u>NON-VOTING POSITION</u></b> <input type="checkbox"/> <b>TTF COUNSEL</b>
<b>Community Liaison</b>  Candidate:	<input type="checkbox"/> Provides business perspective and community perspective to TTF strategy, fundraising, and events <input type="checkbox"/> Assists in reaching new communities for Foundation support <input type="checkbox"/> <b><u>NON-VOTING POSITION</u></b> <input type="checkbox"/> <b>TTF COUNSEL</b>
<b>Past President / Member-at-large</b>  Candidate:	<input type="checkbox"/> Provides continuity and history when needed <input type="checkbox"/> Assists where needed in planning, event coordination, manpower <input type="checkbox"/> Conducts New Board Member Orientation in April <input type="checkbox"/> <b><u>NON-VOTING POSITION</u></b> <input type="checkbox"/> <b>TTF COUNSEL</b>
<b>Principal</b>	<input type="checkbox"/> Serves as an advocate of TTF by sharing information about activities with the larger school community <input type="checkbox"/> <b>VOTING POSITION ( 1 vote from Administration)</b> <input type="checkbox"/> <b>TTF COUNSEL</b>
<b>Assistant Principal</b>	<input type="checkbox"/> Serves as an advocate of TTF by sharing information about activities with the larger school community <input type="checkbox"/> <b>VOTING POSITION ( 1 vote from Administration)</b> <input type="checkbox"/> <b>TTF COUNSEL</b>