



Student Trustee Job Description

STUDENT MEMBER, BOARD OF TRUSTEES

MISSION: The Issaquah Schools Foundation, in partnership with the Issaquah School District, drives resources to help all students achieve the promise of their potential.

PURPOSE: To represent the student **voice** on the Issaquah Schools Foundation Board; to help determine policies, procedures, and regulations to accomplish the mission and operating objectives of the organization; to raise awareness among high school peers about the work of the Foundation and to continue to be a connection between the Foundation and the graduating class after high school.

TERM: One year, renewable annually by the Board of Trustees for up to two years (served during junior and senior years)

POSITION: Voice, non-voting position

QUALIFICATIONS

1. Rising Junior (or Senior, if an opening occurs) currently enrolled in one of the district high schools
2. Reasonably well-connected across a wide range of groups

KEY RESPONSIBILITIES

1. Attend all board meetings and student trustee meetings. Any absences should be pre-arranged with the Board Development & Governance Committee Chair.
2. Participate in at least one student trustee driven project or initiative to increase awareness among board members or help facilitate a new program idea.
3. Participate as a volunteer in the Foundation marketing activities, including but not limited to booths at Highlands Days and/or Salmon Days; *Step Up For Kids* campaign activities; Dining for Kids; and donor connection/thank you calls; or any remote participation.
4. Understand and support the Foundation's mission, objectives, strategies, and programs.
5. Seek feedback from peers to represent the student perspective in programs and at meetings.
6. Be an ambassador for the Foundation at your high school. Share information about the Foundation with your peers and teachers, help recruit and interview incoming student trustee(s).
7. Maintain contact with the Foundation upon graduation and continue to be the conduit between the Foundation and your graduating class.

OTHER RESPONSIBILITIES

1. Participate fully and openly in meetings. Stay informed and share insights, ideas, questions, or constructive criticism on issues, policies, and goals based on consideration of the facts.
2. Lead student discussions, take notes, maintain records, and exchange information with fellow student trustees.
3. Attend or volunteer for Foundation functions whenever possible.
4. Carry out all delegated assignments promptly.

Signature

Printed Name

Date

Board Development & Governance
Committee