

LIFEWISE ACADEMY



LEADERSHIP BOARD ROLES

The Leadership Board, in conjunction with the Program Director, is responsible for overseeing the 5 L's of LifeWise operations. See the [Program Organization Chart](#) for a visual representation of where the Board fits into a LifeWise program.

Leadership: The people element of a program; specifically, the doers

- ◆ Recruit, review applications and assist Program Director with interviews of potential candidates
- ◆ Enlist, schedule and train volunteers or enlist the help of a volunteer coordinator
- ◆ Schedule church presentations for volunteer recruiting purposes (and in coordination with fundraising efforts)
- ◆ Lead the effort to replace resigning board members

Location: The facility and transportation needs of the program

- ◆ Ensure safety and security systems are in place and in good order
- ◆ Maintain visual excellence through the use of LifeWise banners, signs and decor
- ◆ Serve as or enlist a Vehicle Manager to maintain program vehicles (if applicable)
- ◆ Oversee routine repairs and maintenance of the location, grounds and vehicles

Logistics: How the program relates to the school and/or district

- ◆ Assist with permission slip distribution and lead efforts to boost student enrollment
- ◆ Plan activities to show appreciation to the public school teachers
- ◆ Coordinate program representation at the school open house and/or parent teacher conferences
- ◆ Coordinate an annual open house for the program

Loot: The financial component of the program

- ◆ **Loot Leader:**
 - ◇ Lead fundraising efforts by participating in the Campaign, conducting LifeWise 101s and other periodic fundraising events
 - ◇ Work with local churches to provide presentations for the purpose of raising funds
- ◆ **Ledger Leader:**
 - ◇ Assist Program Director in establishing an annual budget
 - ◇ Serve as or identify an Expense Administrator
 - ◇ Review monthly finance reports from the LifeWise Support Center
 - ◇ Send thank-you notes

Language: The communication element of the program

- ◆ Record and distribute board meeting notes
- ◆ Write and send newsletters and updates via email and mail
- ◆ Prepare and post regular updates on social media
- ◆ Coordinate the program's presence at local events
- ◆ Serve as or enlist a prayer leader