



Board of Directors Individual Board Member Responsibilities

General expectations

- Keep informed: understand and support the Foundation's mission, financial outlook, grantmaking areas, and other goals and objectives.
- Perform duties of board membership responsibly and adhere to the duties of care, loyalty, and obedience
- Serve in leadership positions and undertake special assignments as needed.
- Follow trends in the community foundation world, philanthropy and the community.
- Bring a sense of humor and good will to the board's deliberations.

Meetings

- Prepare for board and committee meetings
- Attend and participate in board meetings (x per year), and other events that are key to Foundation's visibility in and service to the community
- Serve on at least one committee: grants, finance, development, board development

Relationship with Staff

- Counsel the chief executive as appropriate and support him or her
- Avoid asking for special favors of the staff without at least prior consultation with the chief executive, board chair or appropriate committee chairperson

Avoiding Conflicts

- Follow the conflict-of-interest and confidentiality policies set by the board
- Serve the Foundation as a whole rather than any special interest group or constituency in all things having to do with foundation finances
- Maintain independence and objectivity, and act with fairness, ethics and personal integrity

Fiduciary Responsibilities

- Faithfully read and understand the Foundation's financial statements and otherwise help the board fulfill its fiduciary responsibility

Support the Foundation in every way you can

- Represent the Foundation in the community
- Become comfortable with speaking to the public about the Foundation's mission and goals
- Give an annual gift/give a gift according to personal means
- Assist the development committee and staff by implementing fundraising strategies through personal influence and connections with others
- Assist in identifying potential donors and board members