

Foundation Board of Trustees Position Description

COMPOSITION

Ten members divided into two types:

- National Council Trustees (2)
 - National President
 - National Vice President
- Alumnae Trustees (8)

PRIMARY BOARD OF TRUSTEES RESPONSIBILITIES

- Govern the affairs of the Alpha Chi Omega Foundation, Inc. within the framework of the Indiana Nonprofit Corporation Act, the Articles of Incorporation, the Bylaws and the Board of Trustees Policy and Procedures Manual.
- Set strategic direction.
 - Develop a shared vision
 - Articulate guiding values for Foundation actions
 - Ensure the current strategic plan goals are focused and relevant
 - Establish annual strategic priorities supporting current strategic framework
- Ensure the Foundation has the necessary resources (people, funds and credibility) to achieve organizational goals.
- Perform oversight of programming, finances and legal issues.
- Review program subject matter for alignment with strategic framework, organizational priorities and Enterprise values.
- Serve as a strategic Foundation resource.
- Support, develop and foster diversity, equity and inclusion.

PRIMARY INDIVIDUAL TRUSTEE RESPONSIBILITIES

- Understand and execute board governance best practices.
- Practice strategic and fiduciary thinking regarding:
 - Strategic planning
 - Board governance
 - Legal matters
 - Organizational management, development and change
 - Fundraising and campaign development
- Give intellectual commitment, engagement, and investment of talents and time.
- Apply fundraising skills and abilities in the following areas:
 - Provide access to and connect with new donors.
 - Advocate for Foundation goals, objectives, policies, programs and achievements.
 - Ask for and obtain donations.
- Understand, support and promote the Foundation's mission/vision.
- Encourage broad discussion and thoughtfully consider all trustee opinions expressed.
- Make informed, independent, objective decisions.
- Support the majority decision of the Board of Trustees.

SPECIFIC INDIVIDUAL TRUSTEE TASKS

NEW TRUSTEES

- Complete all onboarding activities and assignments.
Estimated time commitment: 18-24 hours the first year of service
 - Attend virtual training sessions
 - Review required onboarding materials
 - Work with trustee mentor
 - Attend quarterly check-ins with Foundation professional staff, board chair and Board Governance and Education committee, as needed
 - Participate in 30-minute preparation and review sessions before and after monthly BOT meetings for the first year of service

ALL TRUSTEES

- Prepare for and actively engage and participate in all board meetings.
Estimated time commitment: 4-8 hours per month
 - Review materials and prepare for BOT meetings
 - Attend monthly virtual meetings

- Attend Enterprise/BOT weekend meeting (*additional time required dependent on travel time and weekend agenda*)
- Follow-up assignments as required/requested
- Serve on board and Enterprise committees as requested or assigned.
 - Estimated time commitment: 3-6 hours per month dependent on committee*
 - Attend monthly/quarterly/annual committee meetings
 - Complete assigned tasks as required/requested
 - See Committee Chair job descriptions for responsibilities and time commitment of committee chairs
- Cultivate and solicit donor prospects as assigned by the chief development officer.
 - Estimated time commitment: 1-3 hours per month dependent on assignment*
 - Establish and build relationships with potential donors
 - Regularly communicate with donor prospects
 - Provide updates and document donor contacts in the Foundation iMIS database
- Participate in Foundation-sponsored fundraising events.
 - Estimated time commitment: 0-24 hours quarterly dependent on annual giving initiatives, opportunities and Foundation needs*
 - Annual giving initiatives
 - Social media activities
 - In-person donor events
 - Women & Wisdom events
 - Alumnae-sponsored events
 - Enterprise events
 - Convention
 - Additional events when determined to be relevant
- Understand, execute and comply with the following:
 - Estimated time commitment: 30 minutes – 1 hour annually*
 - Trustee Roles & Responsibilities Agreement
 - Fiduciary Duty Policy & Disclosure Form
 - Conflict of Interest Policy & Disclosure Form
 - Whistleblower Policy Acknowledgement Form
 - Data Use & Confidentiality Agreement.
- Make a minimum financial commitment of at least \$2,500 unrestricted funds, specifically to the Real. Strong. Women. Fund, for each fiscal year for the term of service.
 - Estimated time commitment: 30 minutes -1 hour annually*

- Make a personally significant financial commitment to any comprehensive campaign occurring during term of service, as relevant.
Estimated time commitment: 30 minutes -1 hour annually
- Make a financial commitment supporting annual giving initiatives and other relevant Enterprise supported fundraising initiatives.
Estimated time commitment: 30 minutes -1 hour annually
- Steward an assigned portfolio of donors.
Estimated time commitment: 1-8 hours per month dependent on size of portfolio and fundraising activities
 - Review donor portfolio quarterly with Foundation advancement officers (30-minute virtual meeting)
 - Perform consistent stewardship of assigned donors
 - Document stewardship activities in the Foundation iMIS database
- Attend and actively participate in Enterprise-wide activities and events as appropriate/required.
Estimated time commitment: 0-12 hours quarterly dependent on opportunities available
- Embrace, engage in and follow up on any opportunity to promote the Foundation and the Enterprise.
Estimated time commitment: 0-8 hours quarterly dependent on opportunities
- Review the trustee giving requirements on a routine basis, every 2-5 years as needed.