

## Board of Trustees

### Expectations & Responsibilities

*The continued success of Pi Beta Phi Foundation depends on the personal commitment and dedication of a select group of alumnae, who understand the privilege to serve and the responsibility to lead. Each member of the Board of Trustees must be a zealous advocate on its behalf and enthusiastic communicator of the mission and core values and must play an integral role in the resource development activities, for the betterment of the Foundation and the Fraternity.*

#### **GENERAL EXPECTATIONS**

A Pi Beta Phi Foundation Trustee:

- ❖ Is a supporter of the Foundation and a member in good standing with the Fraternity;
- ❖ Possesses proven leadership skills and accountability to tasks;
- ❖ Has an ability to think strategically and globally;
- ❖ Exhibits skills in areas of either fundraising, finance, public relations, education, strategic planning or non-profit management;
- ❖ Is willing to commit to time and travel requirements for a three-year term;
- ❖ Is computer savvy and routinely accessible by email;
- ❖ Is willing to meet other responsibilities as outlined below.

#### **MEETINGS**

- ❖ Attend Board of Trustees meetings (generally 2-3 per year) and teleconference meetings as scheduled;
- ❖ Prepare for and participate in Board of Trustees meetings, including any appropriate organizational or training activities, such as the Biennial Convention, Officers' Workshop and Leadership Academy;
- ❖ Ask timely and substantive questions at Board of Trustees and Committee meetings consistent with personal conscience and convictions, while supporting the majority decision on issues decided by the Board of Trustees;
- ❖ Maintain confidentiality of the Board of Trustees' meetings and executive sessions, and speak for the Board of Trustees only when authorized to do so;
- ❖ Suggest agenda items periodically for Board of Trustees to ensure that significant policy-related matters are addressed.

#### **ADVOCACY AND INVOLVEMENT**

- ❖ Enthusiastically embrace the Foundation's causes, particularly its support of Fraternity initiatives, and represent the Foundation when called upon to do so;
- ❖ Know and support the Foundation's mission, purposes, goals, policies and programs;
- ❖ Serve the Foundation as a whole rather than any special interest group or constituency;
- ❖ Participate in and support all development and relationship-building activities of the Foundation;
- ❖ Suggest potential donor and major gift prospects, participate in cultivation of prospects and donors when possible;
- ❖ Suggest possible nominees to the Board of Trustees who are women of achievement who can make significant contributions to the work of the Board of Trustees and the progress of the Foundation;
- ❖ Avoid even the appearance of a conflict of interest that might compromise the Board of Trustees, and disclose any possible conflicts to the Board of Trustees in a timely fashion;



- ❖ Exercise prudence with the Board of Trustees in the control and transfer of funds;
- ❖ Read and understand the Foundation's financial statements and otherwise help the Board of Trustees fulfill its fiduciary responsibility.

### **FINANCIAL EXPECTATIONS**

- ❖ Make an unrestricted leadership gift to the Foundation's Friendship Fund each fiscal year of service;
- ❖ Aspire to make a planned gift; i.e., bequest, life insurance policy, charitable trust, etc.;
- ❖ Identify, cultivate and solicit major gift and planned gift prospects;
- ❖ Support and participate financially in all other organizational fundraising special events.