



Alpha Sigma Alpha

FOUNDATION

Board of Trustees Position Description

Insert A trustee of the Alpha Sigma Alpha Foundation supports the mission, purpose, goals, policies and programs of the Foundation. Trustees have a thorough understanding of the governing board bylaws and polices that determine the management of the Foundation in order to fulfill their fiduciary responsibility to the organization. Trustees actively participate in all fundraising initiatives.

Time Commitment

- ◆ Trustees are elected for a 3-year term, and may serve a maximum of 3 consecutive terms.
- ◆ Trustees may expect to spend at least 10-20 hours a month that includes the following:
 - Attending monthly board meetings and assigned periodic committee meetings
 - Attending assigned events as the Foundation representative (e.g. The Academy, national convention & leadership conference)
 - Making fundraising calls, promoting Foundation initiatives on social media and answering emails
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Governance Responsibilities:

1. Support the mission, purposes, goals, policies, and programs of the Foundation while knowing its strengths and needs.
2. Know the governing board bylaws and polices that determine the management of the Foundation.
3. Maintain confidentiality of donor records.
4. Serve actively on task force/committees as requested by the chairman.
5. Provide input and feedback to the chairman on the performance of staff members.
6. Suggest possible nominees to the board who are women of achievement who can make significant contributions to the work of the board and the progress of the organization.
7. Prepare for and participate in board and committee meetings and conference calls, ask timely and substantive questions. Support the majority decision on issues decided by the board.
8. Maintain confidentiality of the board's meetings and executive sessions, and speak for the board only when authorized to do so.
9. Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related matters are addressed.
10. Serve the organization as a whole rather than any special interest group or constituency, avoiding even the appearance of a conflict of interest that might embarrass the board, and disclose any possible conflicts to the board in a timely fashion. Never accept (or offer) favors or gifts from (or to) anyone who does business with the organization.
11. Read and understand the organization's financial statements and otherwise help the board fulfill its fiduciary responsibility.
12. Be aware of the proposed and approved operating budget.

Functional Responsibilities:

1. Assist the organization by implementing fundraising strategies through personal influence and contact with others.
2. Participate actively in all organization fundraising special events, programs and activities.
3. Make fundraising, cultivation and acknowledgement calls to current and potential donors.



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4. Register and attend activities and events sponsored by the Sorority and the Foundation whenever possible, with specific attendance expected at national convention & leadership conference, face-to-face meetings of the board and The Academy events (as assigned).

Financial Expectations:

- ◆ Trustees are expected to give to the best of their abilities and sign up for **AFT** for at least a portion of their gift. Trustees **will fill** out an annual commitment form that outlines their gift plans. In-kind gifts and matching gifts are not counted towards this minimum. (Ex-officio members are not expected to meet this same minimum requirement.)
- ◆ Trustees are also responsible for expenses not covered by the Foundation Expense Reimbursement policy.

Note: Due to the time commitment and potential for a conflict of interest, trustees should not hold Sorority volunteer positions.