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**BOARD OF TRUSTEES**

**Position Description**

**TITLE:** Trustee

**REPORTS TO:** Board of Trustees

**PURPOSE:**  -To fulfill the mission of Phi Mu Foundation.

-To complete the primary responsibilities and secondary expectations of a Trustee.

-To be accountable for all fiduciary responsibilities as outlined by law.

*The term of service for a member of the Board of Trustees shall be four years. Following completion of a trustee’s term, she shall be eligible for re-nomination and re-election for one additional full term.*

**RESPONSIBILITIES & EXPECTATIONS**

**LEADERSHIP:**

* Set strategic vision: Fulfill the objectives of the Strategic Plan
* Provide oversight for Foundation finances and programming plans as developed and presented by staff
* Hire, evaluate and support the Executive Director
* Fundraise in conjunction with staff and according to campaign goals and plans
* Build and nurture relationships with donors as assigned
* Serve on at least one committee
* Participate in conference calls
* Serve as a Foundation spokesperson and ambassador, as directed by the Board and in conjunction with staff
* Review Board materials in participation for meetings and conference calls
* Commit to meeting deadlines for votes and assignments
* Perform other duties as assigned by the Board of Trustees

**FINANCIAL:**

* Join the 1852 Society with an annual gift of $1,852 or more
* Contribute travel expenses for *level of giving* credit when possible. *(No more than $500 of individual travel expenses per year may be credited to the Trustee’s annual $1,852 commitment.)*
* In addition to membership in the $1852 Society, at a level that is comfortable, annually participate as a leader and ambassador in Phi Mu Foundation’s key fundraising campaigns as they arise, such as M3, Day of Giving, Caring Carnations, Heart and Hand fund
* Willingness to consider joining the Fidelity Society with a planned gift

**TRAVEL:**

* Attend 2 to 3 board meetings a year
* Attend trustee orientation session
* Attend Phi Mu National Convention
* Attend THE Foundations Seminar when applicable

**PREFERRED SKILLS & EXPERIENCE:**

* Perspective from a diverse range of experiences
* Tolerant and open to others’ perspectives
* Knowledge of Phi Mu Fraternity & Foundation
* Connection to current and prospective donors
* Visibility within the Phi Mu community
* Commitment to the mission of Phi Mu Foundation
* Dedication to Phi Mu Values
* Ability and desire to financially contribute
* Experience analyzing, listening, leading and working in partnership with a team
* Understanding of Strategic Planning and visioning