

# Phi Mu Foundation Trustee Election Policy

## General Framework

The Board of Trustees appoints a Nominating Committee at least six months prior to the new Biennium. The Committee shall consist of not less than three Foundation members and the Foundation Executive Director who serves as an ex officio, non-voting member. The Chair of the Phi Mu Fraternity's Nominating Committee shall be invited and encouraged to participate as a member of the Foundation Nominating Committee as well. The Nominating Committee solicits self-nominations from any Foundation member who seeks to be elected as a Trustee to the Foundation Board of Trustees and then conducts information gathering, a review of submitted materials and interviews of potential candidates. This policy shall be provided to all potential candidates. After this process, the Nominating Committee deliberates and recommends a slate of Trustees to the Foundation Board of Trustees at least 90 days in advance of the annual meeting. See the Phi Mu Foundation Bylaws and the Nominating Committee Charter for more details.

## Board Job Description:

The following criteria for a Board member will be utilized to evaluate Trustee nominees' ability to serve as a Trustee:

### 1. LEADERSHIP:

- a. Approve and monitor the annual budget and ensure the budget reflects the strategic direction and advances the long-term fiscal health of the Foundation.
- b. Develop strategic vision.
- c. Hold staff accountable in fulfilling the objectives of the strategic plan.
- d. Hold staff accountable through appropriate monitoring policies.
- e. Hire, evaluate and support the Executive Director.
- f. Fundraise in conjunction with staff and according to campaign goals and plans.
- g. Build and nurture relationships with donors as assigned.
- h. Serve on at least one committee.
- i. Attend meetings, including monthly virtual meetings, and participate in conference calls.
- j. Attend Trustee orientation session(s).
- k. Serve as a Foundation spokesperson and ambassador, as directed by the Board and in conjunction with staff.
- l. Appoint the Foundation Bylaws Chairwoman and Bylaws Committee (if applicable) at least 6 months prior to the National Convention.
- m. Approve recommendations for amendments to the Foundation Bylaws.
- n. Review Board materials in participation for meetings and conference calls.
- o. Commit to meeting deadlines for votes and assignments.
- p. Perform other duties as assigned by the Board of Trustees.
- q. Abide by Phi Mu Fraternity Convention rules as Trustees are voting delegates of the Fraternity National Convention.

## **2. FINANCIAL:**

- a. Trustees and anyone seeking nomination to the Board of Trustees shall be Foundation members and alumnae members of Phi Mu Fraternity in good standing.
- b. Gifts. Trustees shall:
  - i. Be members of the 1852 Society or the Wesleyan Society with an annual gift of \$1,852 or \$3,418.52, respectively, or more.
  - ii. Pay annual Forever Faithful dues to Phi Mu Fraternity.
  - iii. Annually participate and contribute as a leader and ambassador in Phi Mu Foundation's key fundraising campaigns and events.
  - iv. Set the example with a meaningful personal contribution, particularly during major Campaigns.
  - iv. Consider joining the Fidelity Society with a planned gift.
  - v. Adhere to the guidelines outlined in the *Foundation Gift Policies*.
- c. Expenses.
  - i. Trustees are encouraged to contribute travel expenses for Foundation related business, including Phi Mu National Convention travel, in return for giving recognition credit. See the *Foundation Gift Recognition Policy* for details.
  - ii. Alternatively, Trustees may request reimbursement for travel expenses for Foundation related business, including Phi Mu National Convention travel. See the *Foundation Expense Allowance Policy* for details.
  - iii. Trustees shall be responsible for Phi Mu National Convention registration fees at the Fraternity designated rate for Fraternity National Officers. This fee is eligible for giving recognition credit per the *Foundation Gift Recognition Policy*.
  - iv. Trustees shall adhere to the guidelines outlined in the *Foundation Gift Recognition Policy* and *Expense Allowance Policy*.

## **3. TRAVEL:**

- a. Attend two to three in person board meetings per year.
- b. Attend Phi Mu National Convention and in-person biennial annual meeting of members.
- c. Attend Foundation for Fraternal Excellence (FFE) Seminar when applicable.

## **4. PREFERRED SKILLS & EXPERIENCE:**

- a. Perspective from a diverse range of experiences
- b. Representative of our membership
- c. Tolerant and open to others' perspectives
- d. Knowledge of Phi Mu Fraternity & Foundation
- e. Connection to current and prospective donors
- f. Commitment to the mission of Phi Mu Foundation
- g. Dedication to Phi Mu Values
- h. Ability and desire to financially contribute
- i. Experience analyzing, listening, leading, and working in partnership with a team
- j. Understanding of strategic planning and visioning

**Petition Process**

- If a person who self-nominated is not slated by the Nominating Committee, they may submit a petition for consideration within two weeks of the Nominating Committee's submission of its slate recommendations to the Board. [Bylaws, Article IV, Section 2.b]
- The petition process shall be initiated by the self-nominated member by notifying the Foundation Executive Director within the specified timeline.
- A potential petition candidate will be advised that the slate as proposed by the Nominating Committee will be put forward for a membership vote and any petition candidate will be identified as an un-slated candidate.
- The petition candidate shall be provided the same speaking opportunities either live or virtually (e.g., webinars, recordings) leading up to the trustee election.

**Trustee Process to Receive the Slate of Trustees**

- The Nominating Committee issues a final report to the Board, ninety days prior to elections, to include the slate of Trustee nominees, the list of self-nominated candidates considered, and the review process. The board may pose process questions to the Nominating Committee for clarification.
- The Executive Director will report on any petitions received.

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