

# Phi Mu Foundation Trustee 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