



Trustee Roles & Responsibilities 2022

Executive Director

- Support board in all aspects of foundation work. Prepare for board meetings.
- Seek new grant opportunities.
- Build relationships with current and potential grantees to develop proposals consistent with FFA values and priorities, and to support their successful implementation. Includes site visits.
- Perform office support tasks of Foundation- banking, bookkeeping, files and records, accounts, memberships, etc.
- Communicate with auditor and investment advisors as needed.
- Network/collaborate with other philanthropic and aging service organizations
- Maintain current awareness of the field through reading, attending conferences and other networking.
- Ensure compliance with all legal/tax requirements.
- Participate in setting of goals and defining strategic plan.

Trustees

- Represent the Foundation to the public.
- Ensure compliance with all legal/tax requirements.
- Ensure fiscal stability of organization and that financial controls are in place.
- Define and monitor investment policy compliance and performance.
- Ensure that sufficient resources are available to conduct foundation business and fulfill mission.
- Develop and update strategic plan (including mission, vision, values, priorities, guiding principles), and annual priorities, and evaluate effectiveness in meeting these objectives.
- Ensure legal and ethical integrity, maintain accountability, avoid actions that might indicate a conflict of interest.
- Define the role and responsibilities of the Executive Director and evaluate performance.
- Give full consideration to all grant proposals and reports.
- Develop and update policies and procedures for best practices of organization functioning, knowing that this understanding may change over time.
- Come to meetings prepared- there are 4 meetings per year.
- Serve on one subcommittee (finance or governance). There are 1-4 meetings per year.
- Participate in mid-year conversations with grantee partners.
- Ensure that within the “boardroom” all voices are heard and respected, but the board speaks with one voice outside the room, and that details of proceedings are confidential.
- Enjoy and be proud to serve on the Friends Foundation board.

Governance Committee

- Seek and nominate new trustees.
- Orient new trustees.
- Create and maintain organization policies and procedures, and bylaws.
- Plan schedule of board meetings.
- Plan Board Education session (with ED).
- Plan annual retreat (with ED).
- Conduct board self-evaluation and meeting evaluations

Finance Committee

- Responsible for fiscal integrity of Foundation.
- Create and maintain financial policies and procedures.
- Serve as investment committee, overseeing investment strategies.
- Review and approve annual budget.
- Review and present to board annual Audited Financial Report and 990PF.

Executive Committee

- Empowered to make decisions when they cannot wait until the next meeting
- President and Treasurer are empowered with signing authority on all accounts and must authorize wire transfers and checks written which exceed signing authority.
- Secretary ensures that minutes are taken, approved and safely stored.
- Support, evaluate and approve compensation for Executive Director.
- Individual roles are in bylaws.