



Board of Trustees Membership and Responsibilities

Membership

Trustees require the skills, commitment, knowledge, and background necessary for effective decision making concerning the Foundation's general policy direction. A wide range of experience and expertise and a reflection of the various segments, needs, and opportunities of the Albuquerque community are necessary. Diversity of viewpoint, and an appropriate mix and balance with respect to sex, ethnicity, geography, occupation, influence, and economic status is desirable. Each member should serve the interests of the Foundation and the larger society as a whole.

Trustees should also: be community leaders; have the ability to personally contribute and/or raise money on behalf of the Foundation; and have the experience to invoke trust and confidence in donors, nonprofit organizations, and the community at large.

General Responsibility

The Board's responsibility is to define, clearly state, and review the Foundation's mission, policies, and operations.

Fiduciary Responsibilities

Trustees are responsible for attracting funds to the Foundation's endowment, determining grants and operating expenses, and allocating money in accordance with donors' instructions and community needs. Trustees are also responsible for the legal, investment, and accounting practices and obligations of the Foundation, and are required to follow a prudent course of investment, avoid conflicts of interest, and assume full responsibility for any decisions or actions delegated to staff or advisors.

Diversity, Equity & Inclusion

Trustees are expected to support the Foundation's commitment to making Diversity, Equity and Inclusion ("dEi") as an institutional priority. Trustees are encouraged to actively participate in creating a diverse, inclusive environment while centering equitable practices throughout all aspects of the Foundation's work.

Additionally, Trustees are encouraged to complete three hours of dEi learning annually. The Foundation provides a variety of learning resources and formats for Trustees throughout the year.

Management and Operations

It is the responsibility of the Board to make certain the Foundation is managed effectively and efficiently, including financial resources, competent staff, adequate office facilities, and clearly understood procedures.

The Board makes final decisions on policy matters, and the staff carries out policy decisions and manages the day-to-day work of the Foundation. Efficient use of the Board's time requires that it concern itself only with those issues which cannot be delegated to staff. Efficient use of staff

time requires that the President & CEO be given the authority to act in a decisive manner.

Grantmaking

The Board is responsible, both legally and in the public's mind, for the grants the Foundation makes. The process for receiving, reviewing, and deciding on grant applications as well as major policy issues are set by the Board. The Board is further responsible for monitoring the results of the Foundation's grantmaking to ensure that policies are being followed, for obtaining wide and diverse viewpoints in its grantmaking, and for adhering to its written policy on conflicts of interest. It is mandatory for each individual Board member to serve on a minimum of one Annual Grant Cycle grant panel per three-year term.

Board Structure

- The full Board meets approximately four to six times annually. Attendance at Board meetings and the Annual Business Meeting is expected. Attendance at the Foundation's events, in particular the Annual Appreciation Celebration, is strongly encouraged.
- Committees meet at the discretion of the Committee Chair; each Trustee is assigned to at least one committee: Advancement; Community Impact; Diversity, Equity, and Inclusion; Executive; Finance; Governance; Impact Investment; Investment, Risk Management, and ad hoc committees, as necessary. Work is done at the committee level, reviewed by the Executive committee, if necessary, and ratified by the full Board of Trustees.
- The Board consists of not less than 10 or more than 25 elected Trustees, plus the past Chair of the Foundation (in the event the immediate past Chair has completed a final term), and a representative appointed by the Junior League of Albuquerque, Incorporated ("Designated Trustees").
- Board terms are three years, maximum three consecutive terms, with required reelection for consecutive terms.

Financial Obligation

- Trustees personally pledge or solicit a financial contribution of \$15,000 during each three-year term served, toward the Foundation operating fund.
- Trustees are expected to assist the Foundation in its development strategies and activities typically including:
 - Introduce any professional advisors they may engage with to the President & CEO of the Foundation and/or appropriate development staff.
 - Participate in the development program adopted by the Board. The development program typically includes identification, cultivation and solicitation of prospects and donors for annual and major gifts.
 - Trustees representing companies are encouraged to solicit an annual corporate sponsorship and purchase of a table at sponsored events.
 - Every year, Trustees are expected to work with Staff to secure a new Corporate Partner and/or secure an increased contribution from an existing Corporate Partner.
 - Encouraged to establish an endowment fund and/or planned gift by the conclusion of their service on the Board.



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Trustee Engagement Sheet

Required

- Attend Board of Trustee Meetings/Forums (4-6 per year)
- Attend Annual Business Meeting
- Sit on at least one Committee per year
- Serve on a minimum of one Annual Grant Cycle panel per three-year term
- Give or Get Pledge (\$15,000 per three-year term served)
- Complete Annual Trustee Documents including:
 - o Trustee Data Form
 - o Code of Conduct
 - o Statement of Potential Conflict
 - o Policy on Confidentiality

Encouraged

- 3-hour dEi Learning Expectation
- Attend 2-3 Foundation Events Annually (see Opportunities List for full event list)
- Make connection between staff and prospective Corporate Partners, donors and/or fund holders
- Connect staff to professional advisor
- Establish an endowment fund and/or planned gift by the conclusion of their service on the Board

Self-Identified Engagement

View full list of Engagement Opportunities here.

- _____
- _____
- _____
- _____
- _____

Trustee Signature: _____



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Trustee Engagement Opportunities

Governance

- Attend Board Meetings/Forums (4-6 per year; miss no more than 1 Board meeting/Forum per year)
- Sit on at least one committee; miss no more than 1 committee meeting per year
- Mentor a Trustee
- Serve as Committee Chair
- Serve in an executive role on the Board

Development: Donor Stewardship

- Sit on Advancement Committee
- Connect Foundation staff to professional advisor
- Make at least five donor thank you calls
- Ask a friend or prospect to make a monetary donation

dEi

- Complete 3-hour dEi learning expectation minimum
- Complete more than 3-hour dEi learning expectation minimum
- Share dEi learning completed outside of Foundation
- Lead dEi training in partnership with the Community Leadership & Learning Director, at Board meeting/Forum

Grantmaking

- Serve on Annual Grant Cycle Panel
- Serve on a Scholarship Panel
- Join a Giving Circle

Events

- Attend Annual Business Meeting
- Attend at least one event from the Foundation's series events, can include PEEP, Community Cruise, Lunch & Learns, any Giving Circle events (Future Fund, PRIDE Circle, Social Giving Club)
- Attend at least one event from the Foundation's single events, can include Estate Planning Conference, Investment Review, Giraffe Award Celebration, Scholarship Recipient Celebration, Annual Appreciation Celebration, Fall Speaker Series
- Attend an event hosted by one of nonprofits the Foundation supports
- Bring a friend(s) to an event!

Corporate Partnership Relationship Building

- Make connect between staff and new prospective Corporate Partner
- Sit on direct meeting on CP and Foundation staff
- Directly secure CP relationship

Capacity Building

- Volunteer with nonprofit supported by Foundation