



## **Community Foundation for the Twin Tiers Board of Director Responsibilities**

The Board of Directors bears ultimate responsibility for the legal, financial, administrative, grantmaking, community service, and fundraising activities of CFTT. The CEO is responsible for managing the Foundation in accordance with the Board's Governance Policies. The 12 board members, consisting of three members from each of the four counties, all are full voting members.

### **Core Board Responsibilities**

1. **Linkage to the ownership** - primary responsibility of board is to understand the needs of the owners and address those needs through the organization.
2. **Explicit governing policies** - determine the organization's mission and purpose and assess own performance.
3. **Assurance of executive performance** - select the executive and assure his/her performance

### **Optional Board Responsibilities (may be delegated to the CEO/Executive Director)**

4. **Philanthropic Funding** - ensure adequate resources to accomplish the organization's purpose.
5. **Legislative Action** - monitor legislation that could potentially affect the organization and inform legislators of potential effect on the organization.
6. **Public Image** - enhance the organization's public image

## Guidelines for Board Members

1. **Show commitment to CFTT and its mission** - members are expected to consider their service to the Foundation to be a high-priority civic commitment.
2. **Be informed** - become and remain knowledgeable on information pertinent to Board decision making and policy-setting roles. This includes reading written materials prior to board meetings and educating and supporting fellow Board members.
3. **Attend meetings** - attend an orientation session, an annual retreat, any special events sponsored by the Foundation (one or two per year), committee and Board meetings. Continued membership on the Board is linked to service and attendance requirements. Missing 3 consecutive Board meetings is considered a resignation from the Board.
4. **Serve on at least one board committee** - the board will establish committees to help it accomplish its responsibilities in addition to the county advisory committees. One board member from each county will serve on its county advisory committee and serve as its chair.
5. **Make an annual contribution to the Board of Director's Operating Fund** - make an annual gift, of any amount, to the Foundation's operating fund. The amount is not important, but the fact that each board member gives is very important. Board members are encouraged to set an example for others by creating a personal charitable fund in the Community Foundation and by including the Foundation in their will or estate plan.
6. **Help with endowment building** - assist in setting fundraising goals that are ambitious but achievable and by assisting with contacts with individual donors, corporation and foundations and being active in the resource development role of the Board. Identify potential donors and become familiar with the Foundation's list of prospective donors. Assist the Board and Staff in cultivating relationships where appropriate.
7. **Represent CFTT whenever possible and serve as an ambassador for the Foundation in the community** - to your constituencies and in your community, and in more formal ways when requested. Let others know of your service to the Foundation, and promote the foundation as an important asset in the community.
8. **Look actively for opportunities to fulfill the mission** - through strategic grantmaking and asset development. Ensure the Boards and staffs of other community organizations with whom you are involved are aware of the Foundation's grantmaking programs and other services to charitable agencies.
9. **Maintain confidentiality** - of board meetings and the names of prospective donors to outside organizations. Speak on behalf of the board, only when authorized.
10. **Adhere to CFTT's conflict of interest policy.**