



2023-24 BOARD AND/OR COMMITTEE MEMBER JOB DESCRIPTION

As a member in good standing with the Board of Directors of the Community Foundation of Grant County, Indiana, Inc., I will:

- Attend at least 80% of Board and/or Committee meetings and be available for phone consultations, as needed.
- Be informed about the organization's mission and programs.
- Follow Conflict of Interest and Confidentiality policies.
- Read all email correspondence between meetings and reply accordingly.
- Accept the bylaws and operating principles and understand that I am morally responsible for the health and well-being of this organization.
- Actively engage in advocating for the Foundation with my time and abilities. These *may* include donor development, undertaking special events, writing donor letters, soliciting grant applicants, recruiting future Board/Committee members and the like. I am making a good faith agreement to advocate to the best of my ability.
- Financially support the organization each year with a gift that is significant and meaningful in relation to my financial means.
- Re-evaluate my commitment and discuss it with the Board Chair, if I am not able to meet my obligations as a Board and/or Committee member.
- Participate in organization meetings keeping in mind the following obligations: duty of care, duty of loyalty and duty of obedience.
- Ask questions when you don't understand something.

DUTY OF CARE

The duty of care describes the level of competence that is expected of a Board and/or Committee member and is commonly expressed as the duty of "*care that an ordinarily prudent person would exercise in a like position and under similar circumstances.*" This means that a Board and/or Committee member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

DUTY OF LOYALTY

The duty of loyalty is a standard of faithfulness; a Board and/or Committee member must give undivided allegiance when making decisions affecting the organization. This means that a Board and/or Committee member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

DUTY OF OBEDIENCE

The duty of obedience requires Board and/or Committee members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission.

ADDITIONAL EXPECTATIONS AND INFORMATION

- Board and/or Committee members will not be compensated.
- As a nonprofit entity, the Community Foundation of Grant County may be expected to share with the IRS, funders, and other entities the names and affiliations of Board and/or Committee members as well as some demographic information.



QUALIFICATIONS AND RESPONSIBILITIES

GENERAL

- The Community Foundation of Grant County is an Indiana not-for-profit corporation founded in 1984, whose mission is *connecting people, resources, and causes to promote sustainable impact towards the betterment of Grant County*.
- Responsibility for and control of the business and affairs of the Foundation is vested in the Board of Directors.
- Directors may be elected for three consecutive 3-year terms starting in July, with approximately one-fourth of the Board's terms ending each year.
- Committee Members serve one year terms, which may be renewed.
- The Board of Directors sets policies and provides resources for carrying them out. It employs a President/CEO to implement them.

QUALIFICATIONS

A Board Member and/or Committee member, should:

- Have an interest in philanthropy and in the improvement of the quality of life in Grant County.
- Be committed to the Foundation's goals and objectives.
- Be willing to support the Foundation's activities by contributing the following:
 - ⇒ Time for attending Board and/or Committee meetings and otherwise furthering the Foundation's work.
 - ⇒ Talent or expertise in areas of value to the Foundation's work.
 - ⇒ An annual, tax-deductible donation to an Endowment that is significant and meaningful in relation to your financial means.
 - ⇒ Consideration of a deferred gift to the Foundation's endowment.

SPECIFIC DUTIES

A Board and/or Committee Member is expected to:

- Attend Board and/or Committee meetings, except in unusual circumstances.
- Be willing, after an initial period of service on the Board and/or Committee, to accept nomination to be an officer/board chair or Board member.
- Check and return e-mail frequently for Foundation communications.
- Help promote favorable public relations for the Foundation in the community.
- Help the Foundation by promoting endowments at the Foundation.
- Keep abreast of community needs.
- Sign an annual disclosure statement, and other policies related to National Standards, regarding conflicts of interest, confidentiality, etc.
- Support, generally, the programs and activities of the Foundation.