



Alpha Chi Omega Foundation, Inc. Board of Trustees

Position Description: Trustee

Composition: Eighteen members divided into three types:

- National Council Trustees (4)
 - National President
 - National Vice Presidents (2)
 - Immediate Past National President
- Trustees (10)
- Student Trustees (up to 4)

Primary Responsibilities of the Board of Trustees:

- *Govern the affairs of the Alpha Chi Omega Foundation, Inc. within the framework of the Indiana Nonprofit Corporation Act, the Articles of Incorporation, the Bylaws and the Board of Trustees Policy Manual.*
 - a. *Set Direction:* strategically look beyond the immediate horizon by
 - i. Developing a shared vision
 - ii. Articulating guiding values for Foundation actions
 - iii. Ensuring the current strategic plan goals are focused and relevant
 - iv. Establishing annual strategic priorities supporting the current strategic plan objectives and strategies.
 - b. *Ensure Resources:* ensure that the Foundation has the people, funds and credibility with the public in place to achieve its goals.
 - c. *Program Oversight:* as a governing body, emphasis is on accountability.
 - i. Finances
 - ii. Programs
 - iii. Legal
 - iv. Moral Conduct.
 - d. *Board Structure & Functioning:* be a strategic resource to the Foundation.

Specific Responsibilities as a Trustee:

- Belief and demonstration of Servant Leadership philosophy
- Understanding of board governance best practices and execution
- Practice strategic thinking as it relates to board issues
 - Strategic planning
 - Board governance
 - Legal
 - Organizational/Management
 - Fundraising/Campaign Development
- Give personal intellectual commitment, engagement and investment of talents and time
- Apply fundraising skills in one or all of the following areas:
 - Ability to provide *Access*: Connect to new donors
 - Ability to *Advocate*: positively talk and promote our Foundation, goals, objectives, and achievements
 - Ability to *Ask*: Ask for the donation/Close the deal
- Understand, support and consistently promote the mission of Alpha Chi Omega Foundation.
 - Know and be an advocate for the Foundation's goals, objectives, policies and programs.
 - Participate in all board meetings and conference calls.
 - Make informed, independent and objective decisions.
 - Support the majority decision of the Board of Trustees.
 - Serve on board committees as requested and/or assigned.
 - Cultivate and solicit donor prospects as assigned by Chief Development Officer
 - Participate in Foundation sponsored fundraising events.
 - Execute a Fiduciary Duty Policy & Disclosure Form, Conflict of Interest Policy & Disclosure Form, and Data Use & Confidentiality Agreement.
 - *Alumnae Members*: Make an unrestricted donation of a minimum of \$1,000 for each fiscal year for the term of service.
 - *Student Members*: Be/Become a member of the Scarlet Ribbon Club.