

Theta Foundation Board of Trustees Responsibilities

GENERAL DUTIES

The primary purpose of the board of trustees is to advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Kappa Alpha Theta Foundation to support the Foundation's mission and needs.

The board of trustees is comprised of the president, vice president, treasurer, and elected and ex officio trustees. Kappa Alpha Theta's chief executive officer (CEO) serves as secretary (non-voting ex officio trustee), and the Fraternity president and one Fraternity vice president serve as voting ex officio trustees. All board members, except for the CEO, are volunteers.

As a member of the Foundation board, each trustee is expected to exercise the duties of loyalty, care, and obedience. The duty of loyalty requires her to put the interests of the Foundation, as a corporation, above her own interests. The duty of care requires her to use reasonable care and good judgment in her decisions as a steward of the Foundation. The duty of obedience requires her to be faithful to the Foundation's mission. A basis for this rule lies in the public's trust that the Foundation will manage donated funds to fulfill the Foundation's mission.

In addition to setting policy and direction, the general duties of trustees include:

- Creating the Foundation's statement of mission and purpose, which shall articulate the goals, means, and primary constituents served;
- Securing adequate resources for the Foundation to fulfill its mission;
- Actively participating in an overall planning process and assisting in implementing and monitoring the plan's goals;
- Determining which programs and services are consistent with the Foundation's mission and monitoring their effectiveness;
- Approving the annual budget and ensuring proper financial controls are in place to protect the Foundation's assets;
- Ensuring legal and ethical integrity through adherence to legal standards and ethical norms; and
- Enhancing the Foundation's public standing by clearly articulating the Foundation's mission, accomplishments, and goals to the public and garnering support from the community.

Routine tasks of trustees include:

- Staying informed about the Foundation's mission, services, policies, and programs;
- Participating in bimonthly board conference calls, one in-person meeting, and other meetings as needed;
- Taking on delegated responsibilities, such as actively serving on committees or task forces, taking on special assignments, serving as a liaison to Fraternity leadership teams, etc.;
- Participating in standing committee assignment which could include Chapter and Individual Grants, Finance, Governance, Investment, Scholarships, and Donor Stewardship;
- Cultivating women of achievement who can be leaders and make significant contributions to the work and priorities of Kappa Alpha Theta Foundation;
- Identifying and cultivating major and planned gift prospects; and
- Working in good faith with fellow trustees and staff toward the achievement of the Foundation's goals.

Expectations of each trustee:

- An ability to travel on behalf of Kappa Alpha Theta Foundation, including attendance at all board and committee meetings and functions, such as special events;
- An open mind and the ability to listen to and evaluate input in order to make decisions that are in the best interests of Kappa Alpha Theta Foundation;
- An earned reputation for being dependable and trustworthy;
- An ability to think strategically;
- Strong written and verbal communication skills;
- An ability to read and evaluate financial statements;
- A willingness to cultivate, solicit, and steward major and planned gift prospects;
- An ability to represent Kappa Alpha Theta appropriately to members and non-members;
- A willingness and ability to communicate electronically;
- An up-to-date understanding of developments in the non-profit field;
- Demonstrated success in working well with others at all levels; and
- Integrity and discretion in handling sensitive and/or confidential matters.

As Kappa Alpha Theta aspires to exercise the widest influence for good, it is expected that its leaders support this aim both with their volunteer service and financial contributions of personal significance in support of our organization. Giving initiatives include: the Foundation's *Theta Forever Fund* and special campaigns, the Fraternity's Life Loyal program and Friendship Fund, and the Fraternity & Sorority Political Action Committee (FSPAC) Board members are also encouraged to make a planned gift (i.e., bequest, life insurance policy, charitable trust). Each board member is invited to meet with the Foundation director of advancement to identify a personal giving strategy that supports their personal philanthropic priorities and the needs of Kappa Alpha Theta.

TRUSTEE JOB DESCRIPTIONS

The **president** is the official ambassador of the Foundation and supports and sustains the work of Kappa Alpha Theta Foundation, providing governance leadership and strategic fundraising support. She presides at all meetings of the board of trustees and serves as an ex officio member of Grand Council. She directs the activities of the board of trustees and provides board-level oversight for fundraising campaigns. She is responsible for developing and managing relationships with Kappa Alpha Theta Fraternity, Fraternity Housing Corporation (FHC), and other key stakeholders.

In addition to the general duties mentioned above, the **vice-president** shall have all the powers of (and shall be subject to all the restrictions applicable to) the president in the absence or disability of the president or the president's refusal to act. The **treasurer**, while more focused on broader policies and oversight, is responsible for the Foundation's finances.

TRUSTEE TERMS AND LIMITS

As stated in our bylaws,

- Each elected trustee term is two (2) years, which begins when the trustee has been duly elected. Any service greater than one year is considered a full term;
- No person may serve more than four (4) successive or non-successive terms as an elected trustee, except a person who has served one maximum term as an elected trustee who subsequently retires for six or more consecutive years may serve a second maximum term; and
- The person serving as president of the board of trustees may serve up to an additional two (2) terms as Foundation president.