

Sample Board Member Job Description 2

Courtesy of the W. Clement & Jessie V. Stone Foundation

Trustees act as voting members of the Board with full authority and responsibility to develop policies, procedures and regulations for the operation of the Foundation, and to monitor the Foundation's financial health, programs and overall performance.

Policy:

- To make a final determination and vote on the strategic plan for the Foundation, and to evaluate the Foundation's performance in accomplishing its mission on an annual basis
- To review, discuss and vote on Program Committee guidelines, and to vote on all grant submissions for funding
- To develop policies for the operation of the Program Committees, and to develop policies for trustee participation on the Board

Personnel:

- To hire the executive director, determine performance standards and evaluate performance on an annual basis
- To review and approve personnel policies

Finance:

- To review and approve the Foundation's annual budget
- On an annual basis, to review and implement both the spending policy, which determines the amount of money that will be available for grantmaking, and the investment policy that fulfills the mission and goals of the Foundation
- To oversee the work of the Finance Committee in defining investment goals, in monitoring the management of investments, and in adhering to tax requirements