

Membership Committee Policy

The Family Advisor: Trustee Orientation Sample Policy Statement, Membership and Training Committee

1. The Membership and Training Committee shall:

- a. In the fall of each year, send a letter to all members of the foundation requesting that each indicate whether he/she wishes to remain active in the foundation for the coming year. The chairperson of this committee shall submit these responses to the Nominating and Bylaws Committee prior to its spring meeting. Returning trustees and trainees must submit an indication of their interest in writing to the foundation office. The foundation office of the chair of this committee will acknowledge receipt of letter and a copy of this committee's policy will be sent to them with a welcome letter indicating that a follow-up call will take place within ten (10) days.
- b. Send an annual report to all other eligible family candidates and their spouses advising them of their eligibility to join the foundation. Send an annual report to all past trustees and spouses and ask if they would like to become active members again.
- c. Hold a training session for all interested candidates to familiarize them with the policies and procedures of the foundation.

2. A trainee shall be defined as a first-time member, who is eligible to become an active member.

3. A trainee must complete the following steps to become an active member:

- a. Train for a period of at least one year and attend two regular meetings of the board of trustees.
- b. Attend a training session.
- c. Perform at least four onsite visits. Accompany members of the Grant Assessment Committee and/or Executive Director to as many onsite visits as possible (but not less than three) to become comfortable with assessing a request on his/her own. Trainees will be expected to prepare questions for visits. One of these visits shall include a "training" visit with the Executive Director; the trainee will write-up his/her own profile and said profile shall be discussed in a workshop covering the various components of profiles.

Finally, after at least three onsite visits with others, including a training visit, trainees shall perform and write-up one onsite visit on their own prior to the meeting of the Membership and Training Committee. Other committee members may accompany the trainee on this visit.

Upon completion of the above, the chairperson and vice-chairperson of the Grant Assessment Committee, the chairperson of the Membership & Training Committee, and the Executive

Director shall confer to discuss the independent profiles of the trainees and to ensure that trainee(s) have satisfactorily met all requirements. These three/four shall relay their comments and suggestions concerning the trainees' profiles.

The chairperson and vice-chairperson of the Grant Assessment Committee and the chairperson of the Membership & Training shall then make recommendations to the Membership & Training Committee. This committee shall in turn make recommendations concerning trainees' nominations to the Nominating & Bylaws Committee.

4. Trainees shall serve on the Grant Assessment Committee for at least two years following election to trusteeship.

5. The Committee shall review and update training procedures annually.

6. The Committee shall review and update the Trustee's Resource Manual each year, as needed.

7. The Committee shall review and update its Policy Statement each year prior to the Annual Meeting.

8. The committee shall meet at least once a year, or as necessary.

9. Policy for returning trustees:

a. All returning trustees shall be re-elected at regular meetings of the board in June and December and upon election, shall resume their vote in all foundation matters.

b. All returning trustees shall serve on the Grant Assessment Committee for at least two years.

c. All new Grant Assessment Committee members must be accompanied on their first two onsite visits by an experienced Grant Assessment Committee member.

It is recommended that all returning trustees participate in the full training process developed by the Membership and Training Committee.