



Board of Trustees Expectations & Responsibilities

The continued success of the Kappa Alpha Theta Foundation depends on the personal commitment and dedication of a select group of alumnae, who understand that it is a privilege to serve and are willing to assume the responsibility to lead. Each member of the Kappa Alpha Theta Foundation Board of Trustees must be a zealous advocate on the Foundation's behalf, enthusiastic communicators of the mission and vision, and play an integral role in the resource development activities.

GENERAL EXPECTATIONS

- Create, review, approve, understand and support the Foundation's mission, purposes, goals, policies, and programs.
- Suggest possible nominees to the Board of Trustees who are women of achievement who can make significant contributions to the work of the Board of Trustees and the progress of the Foundation.
- Actively participate and chair or co-chair at least one Foundation committee.
- Provide input and feedback to the President on the performance of staff members as requested.
- Attend and financially support activities and events sponsored by the Foundation.
- Serve as a liaison and resource to Fraternity Leadership teams, as requested.
- Participate in a bi-annual assessment to appraise own performance and provide feedback regarding performance of other Foundation Board members, as requested.

MEETINGS

- Attend the fall and spring on-site Board of Trustees meetings and monthly teleconference meetings, unless an unscheduled personal emergency makes attendance impossible.
- Prepare for and participate in Board of Trustees and Committee meetings, and Fraternity meetings, including any appropriate organizational or training activities, including but not limited to attendance at Grand Convention and other Fraternity-sponsored leadership conferences.
- Ask timely and substantive questions at Board of Trustees and Committee meetings consistent with personal conscience and convictions, while supporting the majority decision on issues decided by the Board of Trustees.
- Maintain confidentiality of the Board of Trustees' executive sessions, and speak for the Board of Trustees only when authorized to do so.
- Suggest agenda items periodically for Board of Trustees and Committee meetings to ensure that significant policy-related matters are addressed.

ADVOCACY AND INVOLVEMENT

- Serve the Foundation as a whole rather than any special interest group or constituency.
- Avoid even the appearance of a conflict of interest that might compromise the Board of Trustees, and disclose any possible conflicts to the Board of Trustees in a timely fashion.
- Never accept (or offer) favors or gifts from (or to) anyone who does business with the Foundation.
- Exercise prudence with the Board of Trustees in the control and transfer of funds.
- Read and understand the Foundation's financial statements and otherwise help the Board of Trustees fulfill its fiduciary responsibility.

FINANCIAL EXPECTATIONS

- Make an unrestricted leadership gift to support the operations of the Foundation each fiscal year of *at least* \$1,000.
- Aspire to make a planned gift, i.e. bequest, life insurance policy, charitable trust, etc.
- Identify, cultivate, and solicit major gift and planned gift prospects.
- Support and participate financially in all organizational fundraising special events, such as Founders Day.

STATEMENT OF PERSONAL COMMITMENT

As a Board member of the Kappa Alpha Theta Foundation, I fully accept and acknowledge the expectations above. In addition:

- *I am fully committed to the work of the Kappa Alpha Theta Foundation and the key role it plays in support of the members of Kappa Alpha Theta Fraternity at large and of the Fraternity's educational and philanthropic programs.*
- *Working together with the staff, the Trustees of the Foundation can attain high objectives and achieve the Foundation's mission: therefore I will do all I can to support the staff and will be prepared to assist them whenever it is appropriate. In turn, I will encourage and expect the best results possible and the highest quality work possible.*
- *I understand that as a Trustee, I lead the way. I am a model for others to follow.*
- *In signing this document, I understand that no rigid standards of measurement are being established. As a Trustee, I commit in good faith to being a partner with every other Trustee to strive for the success of our great mission. We trust each other to carry out the above agreements to the best of our ability.*

Name: _____ Date: _____

Signature: _____

Adopted October 15, 2002 by the Kappa Alpha Theta Board of Trustees; amended December 2009