



## Royal Oak Civic Foundation Trustee Job Description

**Mission:** The Royal Oak Civic Foundation improves the city's health, safety, and cultural opportunities by inspiring the philanthropy of residents and business leaders to support a thriving, resilient community.

**Trustee's Purpose:** To act as a voting member of the board with full authority and responsibility to develop policies, procedures, and regulations for the operation of the organization; to monitor the organization's financial health, programs and overall performance; and to provide the chief executive officer with the resources to meet the needs of those the organization serves.

Further, the Board of trustees shall be the governing body and manage the property, business, and affairs of the foundation in a manner that is consistent and in compliance with the purposes, objectives and limitations set forth in the Bylaws, the Articles of Incorporation, and as otherwise required by law. See Article IV in the Royal Oak Civic Foundation Bylaws for the detailed general powers and duties of the board of trustees.

All trustees will function as community fundraisers, both identifying and personally soliciting cash and in-kind gifts to support active campaigns.

### **Election and Term:**

Trustees are elected, and/or removed, by the foundation's sole member, the city of Royal Oak, which is represented by the city commission.

The trustee term of office is three (3) years, and the trustee may serve up to two (2) consecutive terms, not including any partial term when filling a vacant trustee position.

### **Duties:**

**1. Duty of Obedience** — The duty of obedience requires trustees to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission.

**2. Duty of Care** — The duty of care describes the level of competence that is expected of a trustee, and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a trustee owes the duty to exercise reasonable care when they make a decision as a steward of the organization.

**3. Duty of Loyalty** — The duty of loyalty is a standard of faithfulness; a trustee must give undivided allegiance when making decisions affecting the organization. This means that a trustee can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

## **Responsibilities:**

1. Determine the organization's mission and purpose. Periodically review the mission statement, vision, and purpose that articulates the organization's goals, means, and primary constituents served.
2. Select the chief executive. Reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. Provide proper financial oversight. Assist in developing the annual budget and ensure that proper financial controls are in place.
4. Ensure adequate resources for the organization to fulfill its mission.
5. Ensure legal and ethical integrity and maintain accountability. Ensure adherence to legal standards and ethical norms.
6. Ensure effective organizational planning. Participate in an overall strategic planning process and assist in implementing and monitoring the plan's goals.
7. Recruit new trustees. Articulate the duties and prerequisites for candidates, orient new members, and periodically and comprehensively evaluate the trustee board's own performance.
8. Enhance the organization's public standing. Clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
9. Determine, monitor, and strengthen the organization's programs and services. Determine which programs are consistent with the organization's mission and monitor their effectiveness.
10. Support the executive director and assess his or her performance. Ensure that the executive director has the moral and professional support they need to further the goals of the organization.

## **Requirements:**

1. Attend all trustee meetings, board retreats and special events. Prepare for and participate actively in discussion of agenda items, listening to and considering different points of view. Any trustee who misses two consecutive board meetings, board retreats, and special events without an explanation will be asked to reconsider their membership on the board.
2. To demonstrate personal stake in the organization, trustees are expected to make personal financial contributions at least annually to the nonprofit as well as to raise funds from external sources.
3. Serve on at least one board committee.
4. Represent the best interests of the organization to individuals, the public and other constituencies. Inform the board and executive director of any concerns expressed by the community and sole member.
5. Consider assuming board leadership roles when recruited.