

**DRAFT**  
**Board of Trustees Responsibilities**

The Board of Trustees of xxxx is a volunteer group of individuals who, to the best of their abilities, make policy and assume fiduciary responsibility for the full realization of the organization's mission, goals, stability and security. The xxxx Board of Trustees has full responsibility for:

- a) Determination of the corporation's mission and purposes
- b) Selection of the President
- c) Supervision of the President
- d) Approval of the operating budget and any capital budgets
- e) Ensuring that effective organizational planning occurs
- f) Assuring that the corporation has adequate funding and other resources
- g) Ensuring that the corporation manages its resources and programs legally, ethically, prudently and effectively and that the programs fall within the corporation's mission and purposes
- h) Enhancing the corporation's public image
- i) Assessing the corporation's, the President's, and the Board's performance on a regular basis.

As individuals, the Directors are expected to:

1. Guide xxxx's development and planning.
  - Attend xx% of meetings of the Board of Trustees.
  - Actively participate on a Board committee that reflects personal expertise and interest.
2. Support xxxx philanthropically.
  - Give an annual contribution for general operating support that reflects one's personal financial ability and xxxx as a philanthropic priority.
  - Support special events with table and/or ticket purchases.
  - Identify and help cultivate prospects by hosting cultivation events and facilitating fundraising introductions.
  - Provide pro-bono assistance when able (including in-kind products and services).
3. Participate in xxxx's programs and outreach.
  - Recruit volunteers for xxxx committees and programs.
  - Attend, and encourage others to attend, xxxx events.
  - Represent xxxx as ambassador to other groups, organizations and individuals.
4. Help recruit and maintain a strong and diverse Board of Directors.