

Virginia BPW FoundationSM

Board of Trustee Expectations



General Expectations

- Know the organization's mission, purpose, goals, policies, programs, services, strengths, and needs.
- Perform duties of board membership responsibly and conform to the level of competence expected from board members.
- Contribute skills, knowledge and experience when appropriate.
- Suggest possible nominees to the board who are clearly women and men of achievement and distinction and who can make significant contributions to the work of the board and the organization's progress.
- Serve in leadership positions and undertake special assignments willingly and enthusiastically.
- Avoid prejudiced judgments on the basis of limited information.
- Follow trends in the organization's field of interest.
- Bring good will and a sense of humor to the board's deliberations.

Meetings

- Prepare for and participate in board and committee meetings, including appropriate organizational activities.
 - Be well informed on issues and agenda items in advance of meetings.
 - Attend regular meetings as scheduled (minimum 3 face-to-face per year; generally February, October and June, conference calls as needed).
 - Attend committee and task force meetings if appointed.
 - Attend and participate in special events as requested.
 - Actively participate in organizational decision-making.
- Suggest agenda items periodically for board and committee meetings to ensure that significant, policy-related matters are addressed.
- Ask timely and substantive questions at board and committee meetings consistent with your conscience and convictions, while supporting the majority decision on issues decided by the board.
- Listen respectfully to other points of view.
- Maintain confidentiality of the board's deliberations, and speak for the board or organization only when authorized to do so.
- Attend Board orientation and other board development activities (minimum 1 per year). –
- Show commitment to Board activities between meetings.

Avoiding Conflicts

- Serve the organization as a whole rather than any special interest group or constituency. Regardless of whether or not you were invited to fill a vacancy reserved for a certain constituency or organization, your first obligation is to avoid any preconception that you "represent" anything but the organization's best interests.
- Avoid even the appearance of a conflict of interest that might embarrass the board or the organization, and disclose any possible conflicts to the board in a timely fashion.
- Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate, even though not necessarily obliged to do so by law, regulations, or custom.
- Never accept (or offer) favors or gifts from (or to) anyone who does business with the organization.

Fiduciary Responsibilities

- Exercise prudence with the board in the control and transfer of funds.
- Faithfully read and understand the organization's financial statements and otherwise help the board fulfill its fiduciary responsibility.

Fundraising

- Give an annual gift according to personal means.
- Assist the development committee by implementing fundraising strategies through personal influence with others (corporations, individuals, foundations).