

Virginia BPW FoundationSM

Trustee Job Description



Title: Member, Virginia BPW FoundationSM Board of Trustees
Reports to: Board Chair of the Virginia BPW FoundationSM
Purpose: Serve on the Board as a voting member; develop policies, procedures and guidelines for the operation of the Virginia BPW FoundationSM; monitor finances of the organization, its programs and performance.

Expected meeting attendance:

- Regularly attend meetings as scheduled (minimum three face-to-face per year, one about every four months; conference calls as needed)
- Attend standing committee meetings if a member (may be held via conference calls)
- Participate as an ad hoc committee member if appointed
- Attend Board orientation and other Board development activities (minimum one per year as scheduled by the Chair of the Board)
- Attend and participate in special events as needed.

Obligations of the Board:

- Transact the business of the Virginia BPW FoundationSM
- Consider the committee recommendations and make final approval of scholarship, grant and fellowship winners
- Manage the assets of the Foundation and administer the funds established for specific scholarships, grants, fellowships and other special projects
- Give financial support to individuals to study business conditions in foreign countries.
- Promote lectures, seminars and other forms of instruction
- Consider and approve an annual budget
- Conduct and/or support surveys and other research projects of importance to business and professional women
- Sponsor meetings and conferences for those interested in the study of the role of women in business and the professions
- Solicit and receive gifts from individuals and organizations in order to carry out the purpose of the Foundation

Specific duties:

- Participate in meetings
- Show commitment to Board activities between meetings
- Be well informed on issues and agenda items in advance of meetings
- Contribute skills, knowledge and experience when appropriate
- Listen respectfully to other points of view
- Participate in organizational decision-making
- Assume leadership roles in all Board activities
- Represent the organization to the public and to private industry
- Educate yourself about the needs of the people you serve

Term of Appointment: length varies up to 3 years, limited to two consecutive terms.