



**Community Foundation of Northern Illinois**  
**TRUSTEE POSITION DESCRIPTION**  
**2016- 2017**

**Mission Statement**

The Community Foundation of Northern Illinois (Foundation) is organized and operated to serve as a catalyst for giving in order to attract, preserve, and grow an endowment for the current and future needs of the people of Northern Illinois.

**Qualifications**

Members of the Board of Trustees will be chosen for their knowledge of the educational, cultural, civic, moral, public or other needs of the Northern Illinois Stateline Region which is comprised of Boone, Ogle, Stephenson, and Winnebago Counties (Stateline Region); or on the basis of activity in or representation of public institutions or organizations in the Stateline Region which are concerned with charitable, educational, social welfare, and/or natural resources needs; and/or his/her personal skills. It is intended that the Board of Trustees be generally representative of the public interest in the Stateline Region. Members must be age 21 or older and reside in the Stateline Region.

**Responsibilities**

The Board of Trustees of the Foundation has general charge of the affairs, property, and assets of the Foundation. It is the duty of the Board of Trustees to carry out the aims and purposes of the Governing Instrument and Bylaws of the Foundation (Bylaws). The Board of Trustees has a duty to observe State and Federal law and regulations. The Board of Trustees' responsibilities include but are not limited to determining strategy, establishing goals and policy, approving grants and operating budgets, promoting the Foundation, raising funds to support the work of the Foundation, and ensuring quality executive leadership.

The Board of Trustees is responsible for investing gifts made to or for the use of the Foundation and for selecting investment consultants, custodians, and agents. Trustees are expected to act in their own right and not as representatives of any conflicting interest or group.

Above all, the Board must provide effective governance and leadership.

The work of the Board of Trustees is organized within standing committees. The membership and duties of each standing committee are defined in the Bylaws. The Chairperson may also create and terminate Ad Hoc Committees according to the needs of the Foundation from time to time. The standing committees are:

- A. Executive Committee
- B. Finance Committee
- C. Development Committee
- D. Governance Committee
- E. Grants Committee
- F. Audit Committee
- G. Compensation

### **Specific Duties**

- 1) Serve on one or more standing committees and actively engage in the business of the committee(s) and the Foundation.
- 2) Prepare for and attend 75% or more of the scheduled board and assigned committee meetings per year. Come to meetings well-prepared and informed about issues on the agenda.
- 3) Volunteer for ad hoc assignments.
- 4) Attend 75% or more of Foundation events which include but are not limited to training sessions, grant and scholarship presentations and others, but especially annual events and the annual board retreat.
- 5) Continually learn about the region; best practices in the community foundation field; and the products, services, and capacity of the Foundation.
- 6) Develop specialized knowledge and perspective relative to committee assignments.
- 7) Serve as an advocate, ambassador, and “door opener” on behalf of the Foundation to individuals, nonprofit agencies, service clubs, businesses, and the community at large.
- 8) Support the Foundation financially. Support may include contributing to special initiatives or existing funds, creating new endowments, and/or naming the Foundation as a beneficiary of an estate or trust.
- 9) Help the Foundation to cultivate new donor and volunteer relationships.
- 10) Understand and sign the Conflict of Interest, Confidentiality, Diversity and Inclusion, and Position Description forms of the Community Foundation of Northern Illinois.

### **Standards of Behavior**

Trustees are expected to adhere to the highest standards of moral and ethical behavior and to be respectful, thoughtful, and objective in their deliberations and in their relationships with each other, the Foundation’s staff, and the constituencies that the Foundation serves. The Foundation seeks to be inclusive and representative of the region it serves. Honesty, integrity, and collaboration are highly prized in the fulfillment of the Foundation’s mission.

### **Term of Office**

The initial term of office of each Board member shall be four (4) years. Members of said Board shall be eligible for reelection for two additional terms of three (3) years service plus up to two additional one-year terms as may be necessary to serve as chairperson if so elected pursuant to Article VI of the Bylaws. However, except as previously set forth, no person shall be eligible for appointment or reappointment to the Board if such appointment or reappointment could result in more than three terms of service as a member of the Board. The members of the Board shall serve without compensation, but shall be reimbursed for all necessary expenses incurred by them in the performance of their duties, as determined by the Board.

**Based upon my qualifications and commitment to the Community Foundation of Northern Illinois, I agree to fulfill the responsibilities and perform the specific duties as described above.**

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Signature

Date