

## **ACPEF BOARD DIRECTOR JOB DESCRIPTION**

**Approved by ACPEF Executive Committee February 21, 2020**

ACPEF Directors are responsible to act on behalf of the interests of the Foundation and its donors. Each director shall exercise good judgement and best efforts in the performance of their duties, including furthering the strategic alignment of the College and Foundation. By completing the Conflicts of Interest Disclosure Statement, each Director shall disclose any interest or activity that might compete or conflict, or appear to compete or conflict, with the interest of the Foundation.

### **General Responsibilities**

1. Always put the best interests of the Foundation first when voting, participating in dialogue, and decision-making.
2. Fulfill their fiduciary responsibility by demonstrating a commitment to Knowledge Based Governance, including oversight of financial reporting and activities of the Foundation.
3. Review meeting materials and be prepared to contribute to discussion at Board and/or committee meetings.
4. Engage in dialogue that furthers the Mission of the organization.
5. Complete assignments effectively and on time.
6. Ensures that the Foundation maintains positive and productive relationships with sponsors, donors, and other organizations.
7. Be a goodwill ambassador by supporting fundraising initiatives in collaboration with the development team; including the active recruitment of donors.

### **Personal Characteristics and Qualifications for Service**

1. Comply with the Code of Ethics and Code of Conduct
2. Team player with the ability to listen, analyze, and think clearly and creatively.
3. Excellent oral, written, and electronic communication skills.
4. Commitment to develop certain skills to enhance service as a board member, including participation in orientation and trainings.
5. Possess: honesty, respect for diverse viewpoints and tolerance of differing views, personal integrity, a demonstrated sense of values, and commitment to development and growth of the College and Foundation.
6. Commit the time required for Board service.
7. Travel and weekend work periodically required.

### **Terms**

The terms for the ACPEF Board of Directors will be as follows: Directors/At-Large Directors shall be eligible to serve no more than two (2) successive three (3) year terms.

## **JOB DESCRIPTION**

### **ACP Education Foundation Chair**

#### **General Responsibilities**

The ACPEF Chair, as the chief elected volunteer of the organization, is responsible for ensuring that the Board of Directors and its members: are aware of and fulfill their ACPEF governance responsibilities; comply with applicable laws and bylaws; conduct Board business effectively and efficiently; and are accountable for their performance. They seeks to optimize the relationship between the College and Foundation Board and an effective leadership partnership with the Executive Director.

#### **Accountability**

The Chair is accountable to the ACPEF Board and its donors and holds the chief responsibility for ensuring an ongoing collaborative relationship between the Foundation and College Board.

#### **Responsibilities**

##### **Strategic**

1. Focuses on matters of institutional governance, guides and mediates board actions that relate to organizational priorities and the relationship with the College.
2. Serves as ex-officio member of the ACP Board of Directors.
3. Partners with the Board and the Executive Director in achieving the organization's strategic objectives; ensures that the Board functions effectively and fulfills its Mission.
4. Appoints and charges the Annual Appeal Chair and committee.
5. Leads the Board's active engagement in strategic planning and periodic Board performance evaluation.
6. Leads fundraising initiatives in collaboration with members of the Board, Executive Director and development team.
7. Presents to the Board an annual evaluation of the pace, direction, and organizational strength of the ACPEF.
8. Maintains open lines of communication with and meets regularly with the Executive Director.

### **Leadership Development**

9. Assures that committees/task forces are appointed and charged with work that is complimentary to the strategic plan.
10. Ensures in collaboration with the Executive Director that structures and procedures are in place for effective recruitment, training, and evaluation of Board members.
11. Mentors the Vice Chair for their service as ACPEF Chair.
12. Maintains a regular schedule of communication with the ACP President.

### **Other Responsibilities**

13. Chairs meetings of the Board; serves as a member of the ACPEF Finance Committee.
14. Makes written and oral reports to the ACPEF and ACP Boards, donors, and to ACP's membership.
15. Understands the details of the ACP Mission, Strategic Plan, Guiding Principles and shared Vision.
16. Interacts with staff as needed and keeps the Executive Director informed of such interactions, refrains from managing, directing, and assigning tasks to staff.
17. Fulfills other duties assigned by the Board and the College.

### **Term**

Nominated by the ACP Board of Directors and elected by the ACPEF Board for up to three successive one-year terms.

**Compensation:** None.

Approved by the Board of Directors June 2009  
Revised February 23, 2014; February 21, 2020

## **JOB DESCRIPTION**

### **ACP Education Foundation Vice-Chair**

#### **General Responsibilities**

The ACPEF Vice Chair is the successor to the ACPEF Chair and as such, partners with the Chair, Board Executive Committee and the Executive Director in achieving the organization's mission and strategic objectives.

#### **Accountability**

The Vice Chair is accountable to the Chair, the Board of Directors and donors.

#### **Responsibilities**

##### **Strategic**

1. Understands the ACP Mission, Strategic Priorities, Guiding Principles and ACP/ACPEF Shared Vision.
2. Ensures that the Foundation maintains positive and productive relationships with corporate sponsors, donors, and other organizations.
3. Serves as an ex-officio member of the ACP Board of Directors.
4. In collaboration with the Chair, supports fundraising initiatives in collaboration with members of the board, Executive Director and development team.
5. Focuses on matters of institutional governance, guides and mediates board actions that relate to organizational priorities and the relationship with the college.
6. Maintains open lines of communication with the Executive Director.

##### **Leadership Development**

7. Ensures familiarity with the duties of the office of the Chair and working collaboratively with the Executive Committee.

8. Maintains a regular schedule of communication with the ACP President and Board Officers and ACPEF Chair; discusses issues confronting the organization with the Executive Committee and Executive Director.
9. Serves as Board liaison to the Annual Appeals Committee.
10. Serves as a member of the Executive Committee and the ACPEF Finance Committee

### **Other Responsibilities**

11. Assists the Chair in the discharge of their duties as deemed necessary and as requested.
12. Presides at meetings of the BOD and performs the duties and exercises the powers of the Chair in the temporary absence of the Chair.
13. Serves as a voting member of the Board.
14. Interacts with staff as needed and keeps the Executive Director informed of such interactions, refrains from managing, directing, and assigning tasks to staff.
15. Fulfills other duties assigned by the Chair and the Board.

### **Term**

Nominated by the ACP Board of Directors and elected by the ACPEF Board for up to three successive one-year terms.

### **Compensation**

None

Approved February 21, 2020

## **JOB DESCRIPTION**

### **Board of Director - Secretary**

#### **General Responsibilities**

The ACPEF Secretary is responsible for ensuring accurate records of the business conducted by the Board. The secretary ensures that the records of the Foundation are maintained as required by law and made available when required by authorized persons. These records may include all minutes, documents and archives, excluding College funds.

#### **Accountability**

The Secretary is accountable to the ACPEF Chair, the Board of Directors and the Donors.

#### **Responsibilities**

1. Reviews drafts of all Board and Executive Committee minutes. Works with the Executive Director and designated staff to ensure that minutes of these meetings are developed and distributed.
2. Ensure in collaboration with the Executive Director and designated staff the preservation of all records, documents and reports of the College except those specifically assigned to others.
3. Call the roll and affirm that a quorum is present for all Board of Directors (BOD) meetings, conference calls, and official votes.
4. Reviews policy proposals presented to the Board of Directors.
5. Reviews, in collaboration with the Executive Director and Governance Director, conflicts of interest statements of all Board members.
6. Partners with the Board, Executive Committee and the Executive Director in achieving the organization's mission and strategic objectives.
7. Maintains a regular schedule of communication with the Chair.
8. Focuses on matters of institutional governance, guides and mediates board actions that relate to organizational priorities and the relationship with the college.
9. Serves as a member of the ACP Judicial Committee.
10. Fulfills other duties assigned by the Chair and the Board.

**Term**

Elected as Secretary for three years; may be re-elected for a second three-year term.

**Compensation**

None.

Approved February 21, 2020

## **JOB DESCRIPTION**

### **Board of Director – Treasurer**

#### **General Responsibilities**

The ACPEF Treasurer is the chief fiduciary officer of the Foundation.

The Treasurer and Executive Director are responsible for the oversight and financial record keeping of the organization.

#### **Accountability**

The Treasurer is accountable to the Board of Directors and donors. In collaboration with the Executive Director, the Treasurer ensures the creation of an annual budget, quarterly financial reporting and the completion of an annual audit.

#### **Responsibilities**

1. Partners with the Board, Executive Committee and the Executive Director in achieving the organization's mission and strategic objectives
2. Assures accurate and timely production and appropriate distribution of financial reports, including providing quarterly financial statements to the BOD.
3. Serves as a member of the Executive Committee of the Board.
4. Chairs the Finance Committee.
5. Works with designated staff to write and submit regular and special reports on the financial condition of the Foundation.
6. Understands the Mission, Strategic Priorities, Guiding Principles and ACP/ACPEF Shared Vision.
7. Reviews the budget for presentation to the Board for approval.
8. Consults with Executive Director on programs and services (new and old) which impact the budget.
9. Reviews the IRS form 990 annually with the Finance Committee and the auditors before submission.
10. Ensures that ACP secures an annual audit or review by an independent accounting firm at the close of the fiscal year.
11. Serves as a voting member of the Foundation Board.



12. Focuses on matters of institutional governance, guides and mediates board actions that relate to organizational priorities and the relationship with the college.
13. Maintains open lines of communication with the Executive Director and designated staff regarding financial matters of the Foundation.
14. Fulfills other duties assigned by the Chair and the Board.

**Term**

Elected to the position of Treasurer for three years, may be reelected for a second three-year term.

**Compensation**

None.

Approved February 21, 2020