

# TRUSTEE APPLICATION FORM - AZBPW FOUNDATION

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Telephone Number \_\_\_\_\_

Email: \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Member of BPW/AZ? YES NO Local Organization \_\_\_\_\_

Please state your reasons for wanting to serve as a trustee of the Foundation.

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How will your skills and interests benefit the Foundation? Be specific in terms of fundraising, finance, planned giving, legal, accounting, public relations, leadership/management, etc.

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Please list your prior board experience or related professional experience:

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I have read the description for the position attached to this application, and I understand the duties, responsibilities, expectations, and term of office.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **POSITION DESCRIPTION - TRUSTEE**

*Together with other members of the Board, a Foundation Trustee is legally responsible for all activities of the Foundation.*

### **PURPOSE AND GOALS**

- Establish long and short term goals
- Determine, approve and monitor the programs, services, and activities
- Ensure effective organization planning
- Select the Director
- Appoint committees for special activities
- Confirm, modify, or reject proposals
- Consider, debate, and decide issues
- Approve Foundation budget
- Review and approve financial plans
- Ensure adequate resources
- Manage resources effectively
- Authorize and approve the audit
- Evaluate the organization's progress in meeting its goals
- Review the performance of the Director
- Assess the Board's own performance

#### **ADDITIONAL EXPECTATIONS**

- Serve on the Board for a three-year term, in accordance with the by-laws of the Foundation
- Serve without compensation, although certain expenses are reimbursable
- Sign non-conflict-of-interest agreement
- Make personal monetary and/or in-kind donations to the Foundation
- Use influence to raise funds and stimulate donations from other financial sources
- Attend meetings (in-person or virtual), including the annual meeting, regular meetings, committee meetings, and emergency meetings.
- Attend major functions and special events of the Foundation

#### **DESIRABLE PERSONAL TRAITS**

- Understand the activities and financial position of the Foundation
- Give sponsorship and prestige to the Foundation and inspire confidence in its mission
- Personally and enthusiastically support the purposes of the Foundation