

**KAFP FOUNDATION BOARD OF DIRECTORS
JOB DESCRIPTION
TRUSTEES**

The Foundation Board of Trustees has 12 trustees, one resident trustee and one public member. Any trustee can serve as an officer of the Foundation Board of Trustees.

While trustees are voted on by the Foundation board, any KAFP member in good standing can complete a nomination form to be considered for service as a Foundation Trustee.

BASIC FUNCTIONS

- To direct the KAFP Foundation to meet its fundraising goals, donor development plans and distribution of funding to support the mission and vision.
- To contribute actively to the Board of Trustee's role in giving strategic direction to the Foundation, setting overall policy, defining goals and setting targets for the Foundation, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the Foundation.
- To ensure the effective and efficient administration of the Foundation.
- To ensure the financial stability of the Foundation through personal charitable support.
- To ensure the proper investment of the Foundation funds.

DUTIES, RESPONSIBILITIES AND AUTHORITY

- To attend and participate in four Foundation board meetings and special events of the board.
- To monitor and contribute to the formulation of the Foundation's investment strategy and policy.
- To consider discretionary funding options, make grants and to monitor the progress of grant recipients.
- To identify and facilitate contact with key KAFP members and corporate partners who can assist the Foundation in fulfilling its mission.
- It is expected that KAFP Foundation Trustees attend events and conferences of the KAFP.
- To financially support the KAFP Foundation through gifts to the endowment, testamentary commitment, giving time and talent or outright gifts to the KAFP Foundation.
- To serve as an ambassador for the KAFP Foundation.
- Informing the Board of all actual and potential conflicts of interest relating to the general purposes and activities of the organization and to specific issues before the board.

QUALIFICATIONS AND TERM OF OFFICE

- A strong commitment to the work of the Foundation.
- A willingness to devote the necessary time and effort.
- Strategic vision, impartiality, and good independent judgment.
- Ability to think creatively.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively as a member of a team.

It is also helpful, although by no means essential, if Trustees have experience in any of the following:

- Working with voluntary organizations.
- Working in or with charities or grant making bodies.
- Experience with and knowledgeable about potential partners, supporters or donors for the KAFP Foundation.

TIME COMMITMENT

The minimum commitment is attendance of the Foundation's quarterly board meetings, three of which are typically held virtually, with an average of one meeting occurring in person during KAFP's annual meeting and any preparatory time spent reading materials before those meetings. New Trustees will need to spend time familiarizing themselves with the Foundation, its bylaws and its work. Trustees may also be called upon to assist in contacting individuals or entities identified as potential sources of financial support.

EXPECTATIONS

It is expected of all board members to attend and actively participate in board meetings. This includes coming to meetings prepared, having reviewed the meeting materials in advance. Further, it is expected each board member will contribute in some way to the KAFP Foundation. Contributions come in many forms including financial donations, in-kind gifts or making introductions to potential donors or partners.

It is further expected of all trustees to participate in and promptly respond to communication from the CEO and other board trustees when conducting Foundation business outside of board meetings.

KAFP board members have fiduciary responsibilities as well and are expected to uphold them. Fiduciary duty requires board members to stay objective, unselfish, responsible, honest, trustworthy and efficient. Board members serve as stewards of the Foundation and must always act for the good of the organization, rather than for the benefit of themselves.