

## General Guidelines For The Duties And Responsibilities Of The Trustees

### A (Organization) Trustee:

- 1) Participates actively in carrying out the mission
- 2) Attends trustees' meetings and initiates and participates in discussions.
- 3) Provides leadership and involvement to at least one standing committee and attends its meetings and takes part in its activities.
- 4) Contributes funds for annual operations and special programs with commitments perceived to be at or near the top of the trustee's capability to give.
- 5) Supports the fund-raising programs and initiatives with as much one-to-one solicitation activity as possible.
- 6) Prioritizes the organization as highly as possible to similar memberships in other non-profit organizations.
- 7) Initiates other helpful advice and counsel to help meet and exceed the organization's objectives and goals.
- 8) Promotes a positive endorsement and attitude to the community-at-large regarding the organization.

IT IS RECOGNIZED THAT THE TRUSTEES, AS A BODY, HAVE LEADERSHIP INSTITUTIONAL RESPONSIBILITIES FOR CONTRIBUTING AND RAISING FUNDS AS STATED IN OBJECTIVES 4 AND 5, SINCE THOSE RESPONSIBILITIES CANNOT, AND SHOULD NOT, BE ASSUMED BY ANY OTHER PART OF THE ORGANIZATION.

AN IDEAL TRUSTEE ASSUMES ALL OF THE ABOVE RESPONSIBILITIES. WHILE THERE IS NO DIRECT OR IMPLIED FORMULA AS TO THE RELATIVE PRIORITIES OF THE ABOVE OBJECTIVES, NOR ANY MINIMUM OF EACH RESPONSIBILITY ASKED, IT IS HOPED THAT EACH TRUSTEE WILL ATTEMPT TO FULFILL ALL, OR AS MANY OF THE OBJECTIVES AS POSSIBLE, AND WILL BE WILLING TO BE EVALUATED ACCORDINGLY.