



BOARD OF TRUSTEES POSITION DESCRIPTION

Mission Statement: The Jewish Community Foundation of Greater Hartford unlocks the transformative power of personalized and collective philanthropy to solve problems, strengthen community organizations and provide permanent support for our Jewish community.

Vision Statement: Jewish. Community. Forever.

Trustee Profile

Individuals considered for nomination as a Trustee shall be active and respected Jewish community volunteers in Greater Hartford. They should be donors to the Jewish Federation and other Jewish organizations, understand the importance of endowments, and be enthusiastic about serving on the Foundation Board.

Trustees must possess a breadth of community knowledge and experience, be able to exercise independent judgment on matters relating to agencies with which they have been active as a volunteer, and have expertise and interest in one or more of the following: financial matters, grantmaking, governance, community-building, strategy, planning or fund development. So that the Foundation can credibly cultivate contributions from potential donors, the Foundation expects that all Trustees will establish a fund during their Board tenure or make a regular contribution to the Foundation that is personally meaningful.

Expectations of Trustees

The Board of Trustees supports the work of the Foundation and provides mission-based leadership and strategic governance. While day-to-day operations are led by the Foundation's CEO and professional staff, the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member leadership, governance and oversight responsibilities include:

- Serving as a trusted advisor to the CEO on a variety of matters concerning the Foundation
- Helping establish the mission, vision and values of the organization, by participating in the development of a periodically updated "strategic plan," and by reaching agreement on, and overseeing, the broad policies, measures and adjustments necessary to implement it
- Attending and participating in Board meetings -- Trustees are expected to: be familiar with the materials to be discussed at Board meetings; comment or ask pertinent questions (at meetings and/or of the CEO) to advance important issues for consideration and discussion by the Board; support the decisions of the Board once they are made; act in a manner consistent with the Foundation's values, and; keep sensitive and confidential information confidential
- Approving the Foundation's annual budget and grants made from unrestricted funds, accepting the annual audit, and being involved in/voting on all material business decisions
- Serving on at least one committee or task force and taking on special assignments

- Approving the hiring and evaluation of the CEO of the Foundation
- Assisting the CEO and Board and Governance Committee Chair in identifying and recruiting other Board Members
- Attending the Foundation's annual Donor Appreciation event
- Acting as an ambassador for the organization to the community and its stakeholders
- Assisting staff in identifying, educating and cultivating prospective donors, as appropriate
- Being informed of, and meeting, all fiduciary responsibilities of a trustee of a non-profit Board
- Supporting the Foundation's commitment to a diverse board and staff that reflects the community the Foundation serves

Board Terms

Trustees serve a Board term of three years and are eligible for re-appointment to an additional three-year term. *Only Trustees who have satisfied the above expectations will be considered eligible for re-election to a second term of office.* After six consecutive years on the Board, Trustees must take at least one year off from Board service (unless they are serving as an Officer) before being eligible to return for up to two additional, three-year terms. Maximum lifetime service cannot exceed 12 years. Board meetings are held five to six times each year and committee meetings are generally held in advance of and in coordination with Board meetings.