

Board of Trustee's

Job Description

Position Title: **Board of Trustee**
 Hope Foundation of the Mahoning Valley

Description: To determine policies, procedures and regulations for the conduct of the Hope Foundation of the Mahoning Valley (HFMV) to support the foundation financially, to ensure that the HFMV is in compliance with all applicable laws and to serve without compensation.

Qualifications:

- Must be 21 years of age
- Must commit to a three (3) year term.
- Must attend 4 meeting a year.
- Must sign a confidentiality agreement
- Must demonstrate an interest in needs of children
- Must be able to devote time to board meetings, committee meetings, fundraising and special events
- Must actively serve on an event committee

KEY RESPONSIBILITIES:

General Administration

- Review financial reports at least quarterly and/or annual basis, comparing actual-versus-budgeted expenditures and revenues
- Examine and approve the program's audited financial statements, operating budget and fiscal policies
- Prepares for, attends, and participates in board meetings and maintains a written record of every meeting
- Assists with and participates in all fundraising activities, projects and special events as directed and approved by the Board
- Understands that two consecutive unexcused absences from regularly scheduled meetings may result in removal from the Board by a majority vote of the Board of Trustees.
- Participates in one or more committees
- Helps to establish policies for the foundations
- Participates in resource development, including personal commitment and financial oversight
- Promotes a positive image for the foundation
- Stays informed about the program's activities, policies, services and mission
- Engage in strategic planning
- Actively develop resources for the foundation

Committee Responsibilities:

- Presents reports containing pertinent information on new and progressing activities
- Regularly notifies the Chair of updates and pertinent information
- Performs duties as assigned by the Board or Committee chair that would be helpful for directing an effective events/program