

GEORGIA STATE UNIVERSITY FOUNDATION, INC.

Policy number/name: 1.1 Georgia State University Foundation Board
Trustee Agreement

Issuing date: 10/1/2008 Effective date: 10/1/2008

Policy approved by: Board of Trustees

Governance oversight by: Trusteeship Committee

I. Revision history

There have been numerous iterations. This is the current version.

II. Purpose of the policy/Policy statement

The Georgia State University Foundation Board serves to advance the vision of the university, which is to provide a supportive learning environment within a strong research culture. The university strives to offer undergraduate, graduate, and professional programs of the highest quality in the arts and sciences, business, education, health and human sciences, law, and policy studies for traditional and non-traditional students. As part of the greater university community, members of the board care about the future of the university and work to ensure that it has the resources to accomplish its goals. Through the work of the collective board, trustees play an important role in the education of the students, attraction and retention of key faculty and staff, and the impact of the university on the local, national and international communities. Trustees draw on their experience and education and give of their time, treasures and talents.

The agreement (attached) is intended to communicate the responsibilities of a trustee and opportunities for engagement and enrichment.

II. Definitions

None

III. Applicability

Members of the board of trustees.

IV. Exceptions

None stated.

V. Detailed policy statement

The policy takes the form of the attached agreement form:

HELP

People to contact

Position Title

Vice president for development/president of the foundation

Additional information and helpful resources

Board orientation and training materials.

Georgia State University Foundation Board Trustee Agreement

As of October 1, 2008

The Georgia State University Foundation Board serves to advance the vision of the university, which is to provide a supportive learning environment within a strong research culture. The university strives to offer undergraduate, graduate, and professional programs of the highest quality in the arts and sciences, business, education, health and human sciences, law, and policy studies for traditional and non-traditional students. As part of the greater university community, members of the board care about the future of the university and work to ensure that it has the resources to accomplish its goals. Through the work of the collective board, trustees play an important role in the education of the students, attraction and retention of key faculty and staff, and the impact of the university on the local, national and international communities. Trustees draw on their experience and education and give of their time, treasures and talents.

This agreement is intended to communicate the responsibilities of a trustee and opportunities for engagement and enrichment.

Trustee Responsibilities

As a member of the Georgia State University Foundation Board, I, _____, pledge to serve the foundation, university, students, faculty, staff, alumni, and friends by committing substantially to the following:

Knowledge

- Know the mission, purpose and goals of the university and foundation
- Be well versed in foundation affairs, the university and its programs
- Understand the foundation goals and the role of a trustee
- Prepare for all board and committee meetings by reviewing all related documents and materials in advance

Counsel

- Advise university leadership on a regular, proactive basis
- Share expertise and opinions on board matters as appropriate
- Provide direction to and ultimate approval for the foundation's strategic and operating plans
- Participate fully at all meetings
- Participate in the nominating, orienting and mentoring processes for new trustees
- Participate in board evaluation process and in the evaluation and succession planning of the foundation executive staff

Advocacy

- Make a concerted effort to share positive information about the board and university with the community
- Act as an advocate on behalf of the university and foundation
- Attend university and alumni events as schedule permits

Board Leadership

- Ensure board responsibility for oversight of fraud risk and fraud management
- Ensure that all fiduciary responsibilities are met
- Act in an ethical manner and expect ethical behavior from other board members and foundation staff to avoid even the appearance of conflicts of interest
- Keep confidential selected board information
- Serve on one or more board committees
- Attend 75% or more of scheduled meetings (four full board meetings per year) or substitute meeting attendance with other service.

Fund- raising Commitment

- Fully support the foundation's financial commitments to the university including:
 - **Annual Gift**—make a significant contribution at the president's society level commensurate with my financial resources. This should be one of my top four giving priorities.
 - **Major/Deferred or Estate Gift**—work toward establishing a major gift along with a deferred gift via a bequest, life insurance policy, charitable remainder trust, gift annuity or other
 - **Participate in Fundraising Strategies**—help to identify, cultivate, solicit and/or steward gifts.

Trustee Signature

Date

Foundation Commitment to Each Trustee

- Manage the foundation with integrity, efficiency and effectiveness;
- Provide an opportunity to work with a diverse group who are committed to meaningful and rewarding service to Georgia State University;
- Provide opportunities to fully engage with key Georgia State University constituents including university and foundation leaders, faculty, students, and alumni;
 - In the classroom or through student support
 - Mentoring students on a quarterly basis
 - Guest lecturing in classes or at student organizations
 - Providing internship opportunities for students
 - Serving on scholarship selection committees
 - Hosting or attending student events
 - Through supporting the university
 - Serving on the campaign steering committee
 - Serving on ad hoc committees for the university
 - Serving as adjunct faculty
 - Hosting a group of faculty for dinner or an event
 - Serving on or nominating others for College, unit or departmental advisory boards
 - Attending GSU sporting or visual/performing arts events, or lectures
 - Through advancing the foundation
 - Serving on ad hoc committees for the foundation
 - Offering your house as a site for board dinners or receptions
 - Nominating prospective trustees
 - Planning board social events or functions
 - Meeting or screening nominees for board membership
 - Hosting donor cultivation or stewardship events
- Provide opportunities for life-long learning and engagement;
 - Library access and training
 - Athletic event schedules
 - Lectures, concerts and performance schedules
- Provide appropriate recognition and acknowledgment;
- Schedule meetings well in advance with timely communication of agendas;
- Focus meeting agendas on key issues facing the foundation;
- Use contributions effectively as designated;
- Respond to questions and concerns in a timely fashion;
- Allow opportunities for feedback and criticism;
- Thank you for your leadership, energy, involvement, and financial commitment!

Board Chair Signature

Date

Foundation President Signature

Date