

The University Foundation at Sacramento State Board Member Responsibilities and Expectations

Mission Statement:

“The University Foundation promotes philanthropy to provide a level of excellence at the University beyond what is possible through state funds.

The members of the board of directors of The University Foundation accomplish this mission by helping to raise private resources that advance the mission and priorities of the University and serving as ambassadors for philanthropy in the University community. The board provides stewardship in the prudent investment of resources, ensuring the integrity of The Foundation through accountability and transparency in its dealings.”

Role of a Board Member:

The primary role of a volunteer board member is to assist The University Foundation's mission in providing philanthropic support for needs that are in concert with the strategic goals of Sacramento State. Board members fulfill this role as a representative by promoting the Foundation's mission in the community, being actively involved in the life of the University, and monitoring the prudent investment of the Foundation's assets.

General Obligations of a Board Member:

Board members are expected to commit to the following:

- General Board membership is a three year term. Members may be appointed to serve a shorter term as a result of current board appointments or as a student representative.
- Board members are expected to attend quarterly board meetings and an annual retreat. Board members unable to attend three of four meetings a year may be excused from the Board at the discretion of the President.
- Board members are expected to serve on a standing committee or sub-committee. Appointment to a committee will be made at the recommendation of the Chairman and the concurrence of the Board member.
- Board members are expected to assist with donor cultivation. This may involve identifying donor prospects, attending cultivation meetings with prospects and University Development staff, and assisting with donor stewardship. A board member generally will not be expected to make an "ask" for gift unless appropriate. Board members are expected to be involved with the development of two "asks" annually.

- University Foundation Board members are advocates of the University and the Foundation and should have active involvement with campus deans, faculty and staff, and University Advancement directors of development (DODs) to learn about campus programs and how to promote the university's philanthropic needs in the community.
- Board members are expected to attend various university and community functions as a representative of the Foundation and Sacramento State. This may include campus events such as dinners or lunches with the campus community, student or alumni recognition events, and commencement. Occasionally board members will be asked to attend banquets or receptions sponsored by community organizations or local government.
- Board members are expected to assist the Governance Committee in the identification of future board prospects.
- Philanthropic support for Sacramento State is an integral part of Board responsibility. Therefore, 100% participation is expected. Each Board member is expected to make a significant annual contribution to the University or The University Foundation. Gifts may be directed toward Foundation initiatives, endowments, scholarships, or other approved campus programs and activities.

Commitment:

As a member of the Board of Directors of The University Foundation at Sacramento State, I hereby agree to the responsibilities and expectations as outlined above.

Printed Name

Term of Service

Signature

Date