

PTDA Foundation Board of Trustees

Job Description

11.01.2021

Trustee

Responsibilities

Trustees of the board of the PTDA Foundation are subject to the roles and responsibilities of industry leaders in the establishment of policy and direction for the Foundation. They approve the programs and services of the association and ensure the resources to fulfill the Foundation's stated mission. They maintain a fiduciary role for the finances of the Foundation and the insurance that it operates in a legal and ethical manner.

Additionally, the role includes the following specific responsibilities:

- Understand the underlying principles and provide input into the organization's mission and operational philosophy.
- Actively participate in the formulation of the Foundation's goals, objectives and prioritization of activities through the annual strategic plan review and budgeting processes.
- Suggest items for the agenda of board meetings.
- Prepare for each board meeting by reading materials distributed prior to the meeting.
- Attend all board meetings and participate in the proceedings.
- Actively participate as a member of a PTDA Foundation committee
- Actively participate in all aspects of the annual fund drive, including making assigned calls to potential contributors.
- Develop and maintain a basic understanding of the programs and services of the Foundation.
- Be available to staff, officers and other directors between meetings of the board.
- Serve on one of the PTDA Foundation's committees as chair, vice chair or a committee member.

Trustees who represent educational institutions are not expected to participate in the annual fund drive.

Term of Office

Trustees are appointed to a two-year term of office and may be re-appointed.

Meeting Responsibilities

Trustees are expected to attend the three Board of Trustees' meetings held each year. These are typically scheduled in February/March and October with an additional meeting via conference call in July. (Total: 1.5 days)

PTDA Foundation committees generally meet via conference call on a schedule determined by the committee.