



Board Position Description

Spring Valley Area Community Foundation

Mission Statement

The Spring Valley Area Community Foundation strives to build a dynamic community by encouraging generosity, promoting civic engagement and providing the opportunity to enhance the quality of life by creating community partnerships

Purpose

The primary purpose of the Board member is to fulfill those responsibilities that require governance and leadership of the Spring Valley Area Community Foundation. The position requires that the Board member actively participate in:

- Giving leadership by setting a vision promoting the mission of the Foundation.
- Giving leadership by setting necessary local policies to achieve the mission of the Foundation.
- Holding oneself and other Board members accountable to the vision and Mission of the Foundation.

Principal Responsibilities

1. To attend regular meetings of the Board and actively participate in discussions and decision-making of the committee.
2. To establish, uphold, and periodically review and update operational guidelines for the Board.
3. To participate in relationship-building with potential donors, fundraising activities, and grantmaking activities.
4. To serve on the necessary sub-committees, both standing and ad hoc, which promote the mission of the Foundation.
5. To provide stewardship and fiduciary oversight to donor contributions.
6. To recommend actions to the Southern Minnesota Initiative Foundation (SMIF) on local grantmaking, including use of income from the endowment fund and the income and principal of any and all non-endowed funds, as appropriate.
7. To discharge Board duties in an ethically-responsible manner and manage charitable contributions appropriately.
8. To participate in philanthropic training opportunities as offered by the SMIF and others.
9. Recruit and orient new members with the needed skills and talents.
Board members will make an annual personal financial contribution to the foundation at an appropriate level.

Relationships

The Board member needs to maintain good working relationships with other Board members and SMIF. Positive relationships with donors, individuals, organizations, and media representatives are also important.

Freedom to Act

Board members have considerable freedom to discuss Foundation-related issues both within the context of the Board meetings, as well as in external settings. However, official actions of the Board are reserved to the Board. Actions that might obligate the Board need prior approval of the Board itself.

Time Commitment:

Spring Valley Area Community Foundation Board meets monthly. In addition, board members may serve on committees, assist with fund raising activities and volunteer for Foundation sponsored events.