



NCMS Foundation Trustee Expectations

1. Attend Board meetings:
 - Attend regularly—six scheduled Board meetings per year
 - Become well-informed on all agenda items prior to meetings
 - Contribute knowledge and express points of view based on your experience
2. Participate in meetings of standing committees, as well as any special *ad hoc* committees or task forces to which you may be appointed
3. Assume leadership roles in Foundation fundraising campaigns and events
4. Assume board leadership responsibilities as requested and when possible (such as committee chair, elected officer, *etc.*)
5. Make a Leadership Gift to the Annual Fund and assist in obtaining leadership gifts. **We expect that 100% of trustees will give annually.**
6. Represent the Foundation at community events, with other organizations and individuals, encouraging them to support the Foundation and get involved in its programs
7. Have a clear understanding of the Foundation's programs, policies and services
 - Actively participate in and provide guidance on how to further develop the Foundation's programs
8. Assist in maintaining a vital board
 - Identify and refer prospective Trustees
 - Assist in recruiting new Trustees as necessary
 - Re-examine your commitment to the Foundation prior to accepting an additional term of office