



Board Chair, The Arthur Vining Davis Foundations

The Chair of the Arthur Vining Davis Foundations (AVDF) will provide leadership to the board of trustees, ensuring that the trustees are aware of and fulfill their governance and fiduciary responsibilities, comply with applicable bylaws, conduct board business effectively, and sustain the goals and mission of the Arthur Vining Davis Foundations. The chairman is accountable to the board of trustees as specified in the bylaws.

Responsibilities

- Preside at all meetings of the board of trustees and governance committee; serve as a member of the audit committee and the investment committee
- Ensure that the governance and audit committees carry out their work in accordance with the bylaws
- Lead the board of trustees in formulating decisions and policies that will further the goals of the Arthur Vining Davis Foundations
- Act as liaison and point of contact between the board of trustees and the president
- Provide trusted advice, counsel and mentorship to the president
- Work with the president to develop and help implement annual business and strategic plans, policies, and initiatives that are consistent with the goals of the foundation; partner with the president to ensure that board resolutions are implemented
- Work with the president to develop board meeting and ad hoc meeting agendas
- Meet, as appropriate, with the president and CFO to monitor progress and adherence to financial objectives, management of investments, and to ensure the overall financial health of the foundation
- In collaborating with program leads, review AVDF program metrics for evaluating the impact, performance and effectiveness of annual grants
- As a board member, approve AVDF's annual budget, audit reports, investment policy, business decisions, personnel policies, and program grants; ensure that all legal and fiduciary responsibilities of the foundation are met
- Conduct the annual president's performance review and share with the trustees; provide the president with the results of the assessment

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- Work with president to help determine and approve the compensation of AVDF employees
- Recommend annually to the trustees the president's compensation for board approval
- Facilitate communications and discussions among trustees; help trustees perform a self-assessment of the quality of their contributions
- Strengthen and nurture relationships and unity among trustees, foster respect for family history, and work with the trustees to identify and help prepare the next generation of trustees for fiduciary and visionary leadership
- Represent AVDF, as appropriate, to grantees, foundations and the public

Desired skills and key personal attributes:

- Extensive professional experience with significant leadership stature and accomplishments in business, government, philanthropy or the non-profit sector
- Strong level of business acumen – have a thorough understanding of the AVDF's financial and programmatic operations
- Demonstrated success as a current AVDF board member or board chairman of another organization
- Advanced degree in related field
- Track record of building credibility in the philanthropic and/or non-profit community
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating and building consensus among individuals
- Excellent written and oral communications skills
- Personal qualities of integrity, credibility and a passion for perpetuating the philanthropic impact of the Arthur Vining Davis Foundations
- Able to think strategically and objectively and participate independently of the individual's family branch