

**The Arthur Vining Davis Foundations  
Board of Trustees Steering Committee**

**AVDF Trustee Responsibilities**

Service on the Arthur Vining Davis Foundations Board of Trustees is a privilege that carries the expectation of highest integrity, deep commitment to the founding principles, thought leadership in every program area, and a collegial style of working with trustees and staff. Specific trustee responsibilities also include:

- Understand the privilege of being an AVDF trustee, and bring to all trustee activities the utmost integrity and professionalism
- Commitment to the AVDF mission, vision and values
- Know well and be able to communicate the history and the current direction of the Foundations
- Comply with all AVDF policies, and respond promptly and thoroughly to communications from staff and fellow trustees
- Review and establish new policies as appropriate including grant programs, management and investments, governance and strategic planning to ensure that the Foundations are sustained in perpetuity
- Review and decide upon grant proposals as presented by AVDF staff
- Evaluate effectiveness and impact of grants with the guidance and expertise of the AVDF staff
- Monitor financial performance of the endowments. Establish investment policies and practices. Review performance of the banks and take action as appropriate
- Review and approve reports of the audit committee
- Actively participate in AVDF board of trustees meetings
- Avoid any conflict of interest or perception of conflict, and declare where a conflict might exist in any fiduciary responsibility as a trustee
- Abide by the by-laws and all other regulations related to the fiduciary leadership of AVDF and avoid self-dealing or perception of self-dealing in all matters

- When invited by a program officer, a trustee has the privilege of participating in a pre or post award grantee site visits. These visits will be led by the program officer and the primary responsibility of the trustee is to support the program officer by participating fully in all aspects of the site visit and to provide relevant comments privately after the visit
- Refer all grant proposals to AVDF staff
- Actively engage in strategic thinking and planning to ensure that the Foundations are sustained in perpetuity
- Represent AVDF in a professional and thoughtful manner
- Review and approve an annual budget as presented by the President
- Participate on trustee committees as appointed or elected
- Represent the individual interests of the family branch, while always reflecting what is best for the Foundations as a whole
- Assist in the development and orientation activities for the next generation of future board members
- Review performance of the President based on goals and objectives established by the Chair and the President with input from trustees. Review and approve salary on an annual basis.

*Approved by the Steering Committee, November 18, 2013*  
*Approved by the full Board of Trustees, February 7, 2014*