



NATIONAL CENTER FOR
FAMILY PHILANTHROPY

Family Giving Online Knowledge Center Board Activities and Training Procedures

TITLE: Basic Endowment Management Responsibilities

SOURCE: “Understanding Trustee Roles and Responsibilities,” by John Craig,
Investment Issues for Family Funds

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BASIC ENDOWMENT MANAGEMENT RESPONSIBILITIES

Certain essential endowment management tasks should be placed in the hands of a capable foundation representative – a trustee, staff person, or external professional (e.g., investment consultant, accountant, law firm). The job description for this person should include the following:

- Manage endowment cashflow;
- Monitor asset allocation;
- Ensure accurately reported quarterly and cumulative investment performance for individual managers and the endowment as a whole;
- Ensure proper custody of endowment holdings and necessary recordkeeping on investment transactions;
- Manage preparation of agreements with managers, mutual funds, brokers, and securities custodians;
- Assure that shareholder proxies are voted;
- Manage the investment consultant (where there is such); and
- Provide necessary staff work for the investment committee (scheduling meetings, distributing in advance reports for discussion, and providing advance reports on the endowment for board of trustees meetings).