



NATIONAL CENTER FOR  
FAMILY PHILANTHROPY

## Family Giving Online Knowledge Center Board Activities and Training Procedures

**TITLE:** Trustee Training

**SOURCE:** *Marion I. And Henry J. Knott Foundation*

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### TRUSTEE TRAINING

A trainee is defined as a first-time member, who is eligible to be an active member. An active member according to Foundation bylaws is: a minimum of 25 years of age and a lineal descendent or spouse of lineal descendent of the founder(s).

A trainee must complete the following process before being nominated to serve as a trustee:

1. Train for at least one year.
2. Attend two regular meetings of the Board of Trustees
3. Attend four grant committee meetings within one calendar year.
4. Perform at least four site visits in one calendar year. At least one of the onsite visits should be done with the Executive Director. The others can be done with experienced members of the two grant committees.
5. Complete written, final form, grant profiles for two onsite visits. The profiles will be reviewed by the Executive Director.
6. Attend a meeting (convened at a mutually convenient time for the trainee, other Trustees and the Executive Director) to review the Foundation's bylaws, charter, committee and trustee responsibilities.
7. All nominations for Trusteeship are presented at the annual meeting in June.
8. After being elected to Trusteeship, a new Trustee must serve on one of the Grant Committees for two years.