

Associate Director Program Overview

Program provides opportunity to become acquainted with grantmaking process, see foundation and board in action, become acquainted with Muncie, determine whether board meeting schedule is feasible, see if good fit for board.

Orientation Sessions (Thursdays Prior to Board Meetings, 1 pm; twice per year)	Thursday Evening, Board Dinner	Board Meetings (Friday, 10 am)	Site Visits (Friday, post-board meeting)
<p>Possible Topics (approximately 45 minutes each)</p> <p><u>Foundations 101</u>: Overview of foundation types, foundation myths, scale/scope of foundation grantmaking in US</p> <p><u>BBF 101</u>: Role of board, key focus areas, initiatives, grantmaking process, grant types, organizational structure</p> <p><u>BBF Strategic Plan Introduction & Evolution of Foundation</u>: Brief history of foundation, strategic goals 1-5</p> <p><u>Legal & Other Responsibilities</u>: donor intent, payout, 990PF, excise tax, jeopardizing investments, self-dealing, family pledges, conflict of interest, handling “cocktail party” requests, confidentiality</p> <p><u>Intro to Muncie/East Central Indiana Challenges & Opportunities</u>: Deindustrialization, housing, environment, arts/culture, quality-of-place</p>			<p>ADs share one collective vote for board business</p>
<p>AD Grants Committee</p> <p>After completion of Orientation Sessions, participants appointed to AD Grants Committee. Meeting held during second cycle either via conference call or on Thursday prior to board meeting at 1 pm. Mirrors grants committee process with assigned grants to research using grants committee materials. Final approval of AD grants is made by the BBF grants committee and full board.</p>			
<p>Reading Materials Provided</p> <p><i>The Foundation: The Great American Secret</i> by Joel Fleishmann; <i>Top Ten Ways Family Foundations Get Into Trouble</i>; <i>Beneficence: Stories about the Ball Families of Muncie</i> by Earl Conn; <i>F.C. Ball's Memoirs</i>; <i>High Expectations</i>, <i>High Opportunities</i></p>			
<p>Conference Attendance</p> <p>ADs have the option to attend at least one regional or national conference:</p> <ul style="list-style-type: none"> • National Center for Family Philanthropy—Trustee Education Institute • Council on Foundations conference • Indiana Philanthropy Alliance conference or other regional conference such as Michigan Council on Foundations Conference 			