



## **Robert and Patricia Switzer Foundation**

### Trustee Position Description

#### Mission:

The Robert and Patricia Switzer Foundation identifies and nurtures environmental leaders who have the ability and determination to make a significant positive impact, and supports initiatives that will have direct and measurable results to improve environmental quality. The foundation accomplishes this by awarding academic fellowships and project grants, sponsoring professional development activities, and fostering a growing network of Switzer Fellows, environmental practitioners, and organizations.

#### Position summary:

The Switzer Foundation operates with the support of a dedicated Board of Trustees, including [Switzer family](#) members, [Switzer Fellows](#), and environmental professionals. Trustees serve as volunteers who provide strategic leadership, oversight, and partnership with the staff and network to achieve the foundation's mission.

#### Board duties:

- Develop and update the foundation's mission, vision and values
- Ensure ethical integrity and compliance with applicable laws and regulations
- Determine an investment policy and financial management strategy that ensures adequate financial resources and alignment with the foundation's mission
- Maintain strong fiscal oversight
- Establish policies to govern the foundation's operations and strategies that support the foundation's programs
- Select and evaluate the performance of the Executive Director
- Elect trustees, select officers, form working committees, and evaluate board performance
- Represent the foundation to the philanthropic, environmental and leadership communities

#### Trustee responsibilities:

- Enthusiastically support the foundation's mission, programs, and network
- Contribute creative and strategic thinking to the foundation's staff, fellows, and grantees
- Review and understand the foundation's operating budget, investment policy, and financial statements
- Prepare for and attend quarterly board meetings
- Participate actively in at least one standing or ad-hoc committee or special project
- Attend foundation functions, including at least one of the following: a Switzer Fellows retreat, fellowship interviews, or a conference related to the foundation's mission
- Be accessible to other trustees and staff, and respond to requests in a timely manner
- Respect and maintain the distinction between board functions (governance and fiscal stewardship) and staff responsibilities (implementation of programs and operations)
- Build an inclusive culture for the foundation, drawing on the expertise of the network and encouraging collaborative and mutually accountable working relationships
- Model leadership for the network, engaging with fellows as mentors or collaborators

- Engage in continual learning and identify opportunities for the foundation to grow and evolve
- Serve as an advocate and ambassador for the foundation, leveraging resources and partnerships to support fellows and achieve the foundation's mission
- Abide by the foundation's policies, disclose all actual or potential conflicts of interest, and maintain the confidentiality of sensitive information

Terms of service:

Trustees will serve a two-year term and be eligible for re-election for up to two additional terms. Trustees are asked to contribute approximately 50-100 hours of volunteer service per year.

Agreement:

As a trustee of the Robert and Patricia Switzer Foundation, I agree that I can meet the duties and responsibilities listed above. I understand that I am responsible, collectively with my fellow trustees, for advancing the foundation's mission and ensuring the ethical management of the foundation. If, for any reason, I can no longer fulfill my duties as a trustee, I will notify the Board Chair and transfer any outstanding responsibilities to other trustees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date