

XYZ Family Foundation Director Job Description

XYZ Family Foundation directors make strategic decisions to shape the Foundation's philanthropic activities so that they support the Foundation's mission, maximize the impact in the community, and offer learning and engagement opportunities for the board and family. Directors play an integral role in the Foundation's grantmaking participating in grant review processes.

Core Responsibilities

1. Grantmaking

Emerging Leaders Fund (All-Board Involvement)

Role/Responsibility: Select Family Leaders Fund (FLF) grantees annually.

Description:

- Select 4 FLF finalists with family members at the Annual Meeting.
- Read FLF finalist proposals, interview FLF finalists and select up to 3 FLF grantees. Attend annual evening reception/dinner with FLF grantees.

2. Board Meetings

Planning Meeting

Role/Responsibility: Provide guidance on Foundation strategy and direction. Approve grant and operating budgets.

Description:

- Participate in an annual individual interview with staff to share thoughts and ideas about the Foundation's strategy and direction.
- Join other directors for a dinner the evening before the Planning Meeting.
- Actively participate in discussions and decisions during the board meeting.
- Approve grantmaking budget, operating budget and auditors.

June Board Meeting

Role/Responsibility: Approve Community Leadership Fund grants and confirm FLF grants.¹

Description:

- Approve/decline grant recommendations presented to the board.
- Learn from a guest speaker (usually a grantee), when invited.

Fall Annual Board Meeting (Family Meeting)

Role/Responsibility: Approve FLF finalists and Community Partnership Fund grants.

Description:

- Approve/decline grant recommendations presented to the board.
- Learn from a guest speaker (usually a grantee), when invited.
- Approve new directors, director term renewals, and the officers.

¹ The board approves FLF grants on the interview date.

Additional Opportunities for Involvement

Board members are encouraged to participate in one or more of these opportunities.

1. Proposal Reader

Board members are invited to serve as proposals readers for the Community Leaders Fund and/or Community Partnership Fund. Readers review proposals and participate in a Zoom meeting with the reading committee to recommend funding.

2. Board Liaison

Board liaisons serve as a sounding board for staff for grant programs, learning and communications.

3. Standing and/or Ad Hoc Committee Member

The Foundation has two standing committees: Finance Committee and Nominating Committee. The Foundation also has ad hoc committees and working groups in which board members may participate.

4. Participant in events, conferences and site visits

Board members are welcome to participate in events, conferences and site visits of interest.