



## TRUSTEE MEMBER RESPONSIBILITIES

The following guidelines have been developed to better define responsibilities for the First Choice Board of Trustees membership:

1. Provide leadership in building public understanding and develop more friends for the First Choice Fund and First Choice Community Healthcare.
2. Help identify men and women of influence and commitment as potential trustees.
3. Attend Fund board meetings.
4. **Actively participate in a least one operational and one fundraising committee. Participation on multiple committees is encouraged.**

### Operational Committees

*Executive* Exercises all of the powers of the Board in the management of the affairs and property of the Endowment Fund during the intervals between meetings of the full Board.

*Finance* Reviews monthly financial statements. As needed, reviews Foundation policies regarding funds, investments, endowment levels and spending (allocations) etc.

*Board Development* Recommends and invites individuals to be nominated for trustee membership and prepares slate of officers.

*Allocation* Reviews funding priorities submitted by the First Choice Board of Directors and determines annual allocation.

### Fundraising Committees

*Pillar Awards* Plans and implements an annual gala and silent auction event to honor community members for their life-time achievement in improving health and wellness.

*Planned/Major Gifts* Develops strategies for encouraging gifts through annuities, trusts, insurance and bequests.

5. Support fundraising efforts as follows:
  - **Raise a minimum of \$500 annually, exclusive of personal giving.**
  - **Make a personal annual financial contribution (no minimum requirement) to the First Choice Endowment Fund.**
  - Actively participate in the annual giving program and assist in identification of potential deferred or major gifts.
  - Assist staff each year to expand base by identifying prospective donors.
6. Attend all First Choice Fund activities and events when at all possible.