



100 Campus Center ~~~ Seaside, CA ~~~ 93955-8001

Board Member Job Description and Expectations

Objective: Advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Foundation of California State University, Monterey Bay (the “Foundation”) so as to support the organization’s mission and needs.

Purposes of the Foundation: The Foundation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Nonprofit Public Benefit Corporation Law (the “Nonprofit Corporation Law”) and the California Education Code. In the event of any conflict between the Nonprofit Corporation Law and the California Education Code, the California Education Code will supersede. The Foundation is organized for the following public and charitable purposes:

- Foster, encourage, and promote the goals and purposes of California State University, Monterey Bay (“CSUMB”) including providing strategic advice and counsel to the president and other university officers;
- Promote a greater and better understanding in the community of CSUMB’s role and policies as they relate to CSUMB’s higher education mission;
- Administer gifts, bequests, devises, endowments, trusts, and similar funds, and provide short and long term management of these investment funds; and
- Play an active role in fundraising and development processes in support of CSUMB;
- Provide financial assistance to CSUMB and its goals and purposes through gifts, loans, and allocations to CSUMB and its controlled affiliates;
- Do any other act or thing and engage in and carry on any other activity in any manner connected with or incidental to, or calculated to promote, assist, aid, or accomplish any of the aforesaid purposes.

Major responsibilities of the Foundation*:

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Recruitment of directors and board members
- Formulation and oversight of policies and procedures
- Oversight of program planning and evaluation
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

** Members of the board share these responsibilities while acting in the interest of the Foundation of California State University, Monterey Bay. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term:

- Director terms are one, two, or three years, which may be renewed up to a maximum of three consecutive terms.
- The Student Director serves a one-year term.
- The Faculty Director and the Alumni Director serve two-year terms and may not serve consecutive terms.

Meetings and time commitment:

- The board of directors meets quarterly in March, June, September and December generally at 9:00 a.m. on the second Friday of the month at the Alumni and Visitors Center, 100 Campus Center, Seaside, CA 93955. Meetings typically last two hours.
- Committees of the board meet an average of four times per year, depending on their respective work agenda. Committee members serve on no more than one standing committee and one advisory committee.

Expectations of board members:

- Attend and participate in board and committee meetings on a regular basis and special events as able.
- Be alert to community concerns that can be addressed by the mission, objectives, and programs of CSUMB and the Foundation .
- Help communicate and promote mission and programs of CUSMB and the Foundation to the community.
- Become familiar with the finances, budget, and financial/resource needs of CSUMB and the Foundation.
- Understand the policies and procedures of the Foundation.
- On an annual basis, financially support operations of the Foundation in a manner commensurate with one's ability.