



*“Empowering the next generation through the shared-reading experience”*

## **BOARD OF TRUSTEES - JOB DESCRIPTION**

### **GENERAL**

Reading Legacies is a 501(c)(3) California non-profit public benefit corporation. Trustees are required to oversee the management, finances, and operations of the organization. They may delegate the daily operation of the organization to duly elected corporate officers, but must assume general oversight responsibility to ensure that the management of the corporation carries out the intended charitable purposes/missions for which the organization was set up. This responsibility also includes making sure there are adequate resources available and that they are used properly to achieve organizational goals. Trustees must put the organization’s interests above their own in terms of tangible self-interest.

### **SPECIFIC**

Trustees are elected for a one year term; all may be re-elected for an additional term, annually. Trustees are expected to attend the four quarterly meetings held each year. If they have more than two unexcused absences in any one year and/or do not participate in the following responsibilities, they may be removed from the Board.

Additional responsibilities include:

- serving on at least one committee, such as Finance, Development or Strategic Planning;
- making an annual personal financial contribution to the organization, according to their own desires/resources;
- assisting in friend development/fund development for the organization.

Trustees should not expect to obtain any financial benefits from their Trusteeship. Reading Legacies maintains a liability insurance policy covering Errors & Omissions by staff and Trustees in the event of claims arising from honest errors of judgment and wrongful acts arising therefrom.

## OUTLINE OF COMMITMENT

1. ENSURE THE MISSION IS CARRIED OUT
  - Understand the mission of Reading Legacies
  - Work with other Trustees and committees to ensure the mission is fulfilled.
  - Establish policies and priorities, plus approve procedures for accomplishing them
  - Periodically assess Reading Legacies' operations to ensure both Board and staff are working at optimum capacity and efficiency
  
2. MEET FIDUCIARY RESPONSIBILITIES
  - Be good stewards of the financial resources of the organization
  - Review budget and oversee reserves/restricted funds
  
3. CONTRIBUTE TO THE ORGANIZATION'S BOTTOM LINE
  - Make personal financial contributions
  - Participate in friendraising/fundraising and identify potential outside funding sources
  - Provide free counsel and expertise when possible
  
4. RESPECT OTHER TRUSTEES
  - Attend and be prepared for board meetings
  - Debate positions, not individual personalities
  
5. MAINTAIN PROFESSIONAL ETHICAL STANDARDS
  - Confidentiality – respect information received
  - Conflict of Interest – Trustees should avoid doing business with Reading Legacies
  
6. RESPECT AND SUPPORT STAFF
  - Maintain good communication with staff, primarily with the Chief Executive Officer
  - Separation of Roles – Trustees should refrain from managing directly Reading Legacies' operations or personnel
  
7. ENHANCE PUBLIC IMAGE OF THE ORGANIZATION
  - Trustees must assume an advocacy role on behalf of Reading Legacies to the general public
  - Trustees should know the official position of Reading Legacies on all issues
  
8. RECRUIT AND DEVELOP OTHER VOLUNTEER LEADERS
  - Identify new qualified Trustees and ensure all desired experience/expertise areas on the board are covered
  - Develop future leaders from Trustees who demonstrate both the qualifications and an outstanding passion for the mission.