

The Roles and Responsibilities of Trustees

The Board of Trustees of the Sturgeon Community Hospital Foundation have been nominated to carry out the duties of a Trustee and to participate in the growth and development of the Foundation. The following list explains the roles of trustees.

1. **DEDICATION**

Trustees must have an understanding of the roles, mission, vision and values of the Sturgeon Community Hospital Foundation, the office and employees of the Foundation and support those of the Sturgeon Community Hospital.

2. **INFORMED**

An understanding of the need for philanthropic support and the responsibility of stewardship for gifts received is an important responsibility of a Sturgeon Community Hospital Foundation trustees. Trustees can facilitate Foundation objectives through a positive attitude and by being informed members of the Board. Trustees are expected to be prepared to participate fully in Board and Committee meetings.

3. **ADVOCACY**

In many business and social situations, you have the opportunity to communicate the importance of the Foundation's philanthropic goals. Through your advocacy role, you can provide leadership in obtaining public understanding for the role and mission of the Sturgeon Community Hospital Foundation on a local and regional basis, by building a bridge between the Hospital and the Community.

4. **GOVERNANCE**

Board members have a fiduciary responsibility to act fairly, honestly and in good faith in the best interest of the Foundation.

Inherent in the role of Board members is the responsibility to participate actively on committees and lend assistance and support to other committees as requested and the Foundation office and staff as requested.

5. COMMITMENT

Trustees are required to attend Board meetings and assist on committees. To function effectively, quorum is required and the onus is on each board member to ensure quorum is met.

Committee assignments will be mutually agreed upon based on the needs of the Foundation and members' particular interests.

6. RECRUITMENT

Trustees will be asked to assist in the identification and recruitment of prospective Board members. Potential recruits are individuals whose personal mission, vision and values align with the Foundation's.

7. CHARITABLE GIVING

As a not-for-profit organization we rely on fundraising efforts to support our budget. It is unrealistic to expect others to donate in support of the Foundation's goals if Board members don't support them; therefore, Trustees will be asked to make personal financial contributions. The amount of Trustees' gifts is less important than the fact that they give.

Many funding agencies look critically at the level of participation of Board giving. It is a way of differentiating well-structured organizations and those committed to the development process.

8. GIFT SOLICITATION

Trustees will be asked to participate as volunteer solicitors for the various fund development initiatives underway throughout the year.

Gift solicitation should be a positive experience and to ensure endeavors are successful and positive, Foundation Staff will support the efforts of Trustees. Education and appropriate strategy planning will be provided to all Board members before they are asked to solicit funds.

Trustees are also expected to assist Foundation staff in identifying potential resources and donors (individuals, corporations and granting sources within and outside of Alberta).

