

Board of Advisors and Member Position Description (2019)

Purpose

To advise, evaluate, collaborate, and assist with the leadership and general promotion of the Change Create Transform Foundation, so as to support the organization's mission and needs.

Mission

The Change Create Transform Foundation believes in a holistic model anchored in universal values - a world in which people have the power and opportunity to utilize their full potential and gifts. The Change Create Transform Foundation realizes this through our work with education, community, and leadership oriented missions and organizations.

Responsibilities and Commitments of Board Members

Members of the Board of Advisors are a community. We share responsibilities while acting in the interest of the Change Create Transform Foundation. Each member commits to participate and make recommendations based on his experience and vantage point. The strength of our Board lies in its diversity, the ability to participate authentically, listen actively, and grow courageously. Our commitments are as follows:

1. Organize the Board of Advisors and committees. Serve on standing or ad-hoc committees of the Board, as necessary. Develop and recruit Board members through a succession planning process. The Board has two committees, Governance and Finance & Sustainability.
2. Advise and guide in the development of the Foundation's leadership and staff.
3. Provide input into the Foundation's strategy, plans, programs, finances, and on-going programmatic and resource needs.
4. Oversee program planning and evaluation. Contribute ideas, networks and resources in support of the Foundation's mission. Act as a Foundation ambassador in meetings with companies, organizations, academic institutions, students, and Scholars.
5. Support and require mission consistency and financial responsibility in the Foundation's operations. As a Board of Advisors, this Board does not have legal fiduciary responsibility. The Foundation carries D&O coverage.
6. Attend and participate in meetings on a regular basis, and special events as able. Review organizational and programmatic reports and actively provide feedback during meetings.
7. Communicate and promote the Foundation's mission and programs to various stakeholders and to the community at-large.
8. Commit, by financially supporting the Foundation, commensurate with ability.

Qualifications and Tenure

1. Demonstrated commitment to the goals and objectives of the Foundation, through a combined history of work, education, and experience. Promise Prize Scholars are encouraged to serve on the Board.
2. Ability to collaborate, be creative, participate, be positive, and contribute at the Board level.
3. Commitment to the responsibilities as outlined in this position description.
4. Willingness to serve for at least three years, with a maximum of five consecutive terms.

Guidelines

1. The Board consists of up to 9 Scholar members and 9 non-Scholar members, serving staggered three year terms.
2. In-person Board of Advisor meetings are held at least once per year, sometime between June and August, in generally in New York City, with every third year in a different location. Meetings are four hours long, on a Friday afternoon, followed by the Annual Dinner. Strategic planning meetings are held every other year.
3. Teleconference meetings are held at regular intervals, generally in December and April, and as needed.
4. All Board meeting dates and agendas are set in advance.
5. Meeting fees and meals are provided for all in-person meetings. Travel and lodging are at the Board Member's personal expense.
6. Promise Prize Scholars who have been out of school three years or less, and who serve as Board members, can receive up to \$500 of reimbursement for travel and lodging actually incurred to attend the Annual Board Meeting and Dinner, subject to pre-approval and proof of expense.
7. Board members are listed on the Foundation website and in Foundation print materials.
8. Board members receive Foundation business cards, at their request.