

## **BOARD OF TRUSTEES JOB DESCRIPTIONS**

### **THE MISSION**

The Anthony V. Spano Foundation's mission is to positively affect the lives of individuals and/or families in need by providing, both directly and through qualifying institutions, the financial assistance necessary for them to enjoy a healthier, sustainable quality of life and to help individuals or groups create funds to further their philanthropic endeavors.

### **POSITION**

The Board will support the work of Spano Foundation and provide mission-based leadership, strategic governance, fundraising and policy making. While day-to-day operations are led by the Executive Director, the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

### **RESPONSIBILITIES**

- Serving as a trusted advisor to the executive director as the develops and implements policy and strategic governance with assist of the board.
- Representing the Spano Foundation to stakeholders; acting as an ambassador for the organization
- Reviewing outcomes and metrics created by the Spano Foundation for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Ensuring the commitment to a diverse board and staff that reflects the communities Think Kindness serves
- Approving annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the Executive Director.
- Assisting the board in identifying and recruiting other Board Members
- Serving on committees or task forces and taking on special assignments
- Assists with and participates in all fundraising activities, projects and special events as directed and approved by the Board

### **BOARD TERMS AND PARTICIPATION**

Spano Foundation Board Members will serve a three-year term to be eligible for re-appointment with majority board vote. Board meetings will be held 1-2 a year scheduled by the Board and committee meetings will be held in coordination with full board meetings.

## QUALIFICATIONS

This is an extraordinary opportunity for an individual who is passionate about the community and the Spano Foundation's mission and who has a track record of board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members & donors.

### **Ideal candidates will have the following qualifications:**

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A preference for individuals who have already served for 2 years on a non-profit board or have worked at an executive level with non-profit agencies.
- A commitment to and understanding of Spano Foundation beneficiaries, preferably based on experience.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of the community beneficiaries.

*Service on the Anthony V Spano Foundation is without pay, except for administrative support, travel, and accommodation costs in relation as approved by the Board of Trustees.*

*Board members representative of businesses with a philanthropic mission encouraged to apply.*

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*The Anthony V. Spano Foundation is a 501(c)(3) nonprofit organization whose mission is to positively affect the lives of individuals and/or families in need by providing, both directly and through qualifying institutions, the financial assistance necessary for them to enjoy a healthier, sustainable quality of life and to help individuals or groups create funds to further their philanthropic endeavors.*