



UWF Foundation, Inc.
UNIVERSITY of WEST FLORIDA

Board of Directors Position Description

ROLE AND RESPONSIBILITIES OF DIRECTORS

Founded in 1965, the University of West Florida Foundation exists to assist the University in achieving educational excellence. It does so by attracting distinguished alumni and friends to lead the effort to raise private support for the margin of excellence that gifts make possible. The mission of the UWF Foundation is to encourage, maintain and administer gifts and bequests of property or funds for scientific, educational, or charitable purposes in service of the advancement of the University of West Florida.

The Board's role includes advocacy of the University in public forums as well as support of other UWF DSO's in their efforts related to public/private partnerships and community engagement.

To this end, members of the Board of Directors are expected to support the University with their time, talent, and treasure.

Time – The Board of Directors meets four times a year--in the fall, winter, spring and summer. The meetings are scheduled when possible in conjunction with UWF Board of Trustee meetings and special University events and provide an opportunity for directors to learn about the University, engage in dialogue with the President about its future direction, and shape the fundraising program to achieve the University's objectives.

In addition, all directors may be asked to be actively involved throughout the year in some aspect of the University's fundraising program. This most frequently will take the form of cultivating potential supporters of the university. In some instances, directors will be asked to serve directly in fundraising activities, including but not limited to the planning, execution and management of capital campaigns. This could involve activities done in tandem with university staff, and could require activities and initiatives completed independently.

Approximate Minimum Time Commitment:

- Quarterly full board meetings (6 – 7 hours annually)
- Quarterly committee meetings (6 - 7 hours annually)
- Monthly university and fundraising activities (15-30 hours annually)
- Additional time (i.e. for meeting preparation, subcommittee work, etc.) as needed.

Talent - Directors will be invited to join the Board because of their desire to enhance the University and their ability to interest others in doing so with their gift support. In addition, each director will be asked to serve on one management committee related to his or her special skills.

Treasure - All directors are expected to support the University through leadership gifts consistent with their means to the Annual Fund. At a minimum, directors are expected to make (or be moving toward) annual gifts at a level which will qualify for recognition at the Nautilus Level (presently a minimum of \$1,000).

In addition, directors are expected to give serious consideration to supporting endowment and facilities programs of special interest to them. Further, each director will be encouraged to make provision for the Foundation in his or her estate plan.

Primary Duties of the Foundation Board:

- Exercise fiduciary responsibility with respect to the investment of, accounting for, and acknowledgement of all contributions.
- Manage the investment of all assets of the Foundation, including the prudent administration of all gifts consistent with donor intent.
- Ensure adequate resources so the university and the Foundation can fulfill their missions.
- Ensure effective organizational planning and financial management of Foundation funds.
- Assist the University President and Foundation staff in establishing and maintaining a favorable climate for giving.
- Objectively assess Board performance annually.

Primary Duties as an Individual Director:

- Maintain knowledge of University of West Florida's mission, programs, resources, and needs.
- Prepare for and participate in all board meetings in order to make informed, independent, and objective decisions.
- Review and approve the Foundation's annual investment goals, operating budget, and financial statements.
- Understand that an individual Board member can bind the Board or Foundation only when authorized to do so and publicly support the majority decision of the Board.
- Participate actively in the fundraising programs of the Foundation by providing personal financial support of the university through both the Annual Fund and any major fundraising campaign.
- Assist in the identification, cultivation and solicitation of donors as requested and maintain confidentiality of donor information.
- Serve as an effective university spokesperson in the community.
- Serve on board committees as requested.
- Serve as a representative of the Foundation Board at University events.
- Execute and update a "Conflict of Interest Statement" each year.

In evaluating director performance relative to these three areas of responsibility, the Board is mindful of the unique contributions directors can make. In some cases, these directors are limited by time or distance, but are able to undertake or lead special efforts on behalf of the University. Whether they be in the areas of fundraising, advocacy, or real estate acquisition or management, the Board gives due consideration to these contributions even when time or distance constraints limit other participation.

Adopted by UWF Board of Directors: December 14, 2006

Revised and Adopted: June 14, 2012

Revised and Adopted: March 21, 2018