

The Role of the Foundation Board of Trustees

Responsibilities of a Trustee

- Provide counsel to the President of the Seminary and the Executive Director of the Foundation regarding the seminary's mission and program and how the seminary's fundraising can best strengthen this mission.
- Serve on a "Called and Sent" campaign committee to actively support the achievement of campaign goals.
- Participate in thrice yearly Foundation meetings, usually held in conjunction with meetings of the seminary's governing Board of Directors.
- Actively engage in volunteer fundraising on behalf of Luther Seminary, accompanying staff on visits with donors and prospective donors, hosting briefings for prospective donors as appropriate, participating in fundraising events and inviting others to financially support Luther Seminary.
- Speak well of Luther Seminary in your congregation, community and in other public arenas.
- Commit to this role until January of 2008, with the opportunity to review the call, clarify responsibilities as needed, and renew your trusteeship.
- Financially support Luther Seminary at a level commensurate with your ability and commitment to the seminary's mission and program.

Responsibilities of the Seminary

- Recognize, thank and celebrate the leadership of [name] along with our other key volunteers.
- Responsibly plan all meetings, fundraising visits and other activities so as to make the best use of your time.
- Provide professional and clerical support for trustee meetings, events and programs.
- Provide an adequate budget for travel, hospitality and fundraising programming.
- Review this call with you in the fall of 2007, with the opportunity to renew the call for another term.

This document describing the roles and responsibilities of trustees on a foundation board is provided by Luther Seminary, St. Paul, Minnesota (www.luthersem.edu).