

# Health Professions Education Foundation (HPEF)

## Board of Trustees

### Roles and Responsibilities

The roles and responsibilities of the Board of Trustees shall consist of the following:

- Attendance at HPEF Board of Trustee meetings is important. There must be a quorum for decisions on agenda action items, it is imperative to attend meetings as often as you are able. As it is essential for every board member to understand HPEF's programs and their funding sources, the organization's budget, and the limits on its resources, each board meeting includes information on HPEF programs, objectives, successes and challenges.
- The primary role and mission of the board is to raise funds and assist in the development of HPEF's fundraising strategies and targets. In collaboration with the Executive Director, the board will set realistic goals and deadlines for itself as part of its strategy. Members will reach out to acquainted and unacquainted persons who may benefit HPEF. Many of the individuals or organizations contacted will not be prospective donors; however, they may be able to introduce HPEF to a potential donor or a decision maker at a funding source.
- There is an expectation that each board member will make a personal donation every year. This indicates to potential donors and funding sources their commitment to HPEF. Many donors and funding sources ask if there is 100% donor participation by the board and consider the answer in making their decision in giving a grant or a donation. Board members may want to ask their employer to consider donating a matching gift to HPEF.
- Every board member should plan on serving as an ambassador for HPEF and make the time to share information about HPEF programs. Board members may join staff or other board members at outreach events. When comfortable, they may make their own presentations to organizations who may benefit HPEF in some way.
- Duties may also include volunteering on a Board of Trustees sub-committee, offering to help score applications, share HPEF updates and news via social media, make congratulatory calls to awardees or thank you calls to donors, or talk to state or local government officials.