WSCGA Foundation, Inc.

Fostering a lifetime interest in golf and growing the game for future generations of female golfers.

WSCGA Foundation Trustee Job Description

Board of Trustees Position Summary

The Board of Trustees shall be responsible for the overall viability and the oversight of the business affairs of the WSCGA Foundation, Inc. [the Foundation]. In conjunction with the WSCGA Executive Director and Foundation Director, it shall also be responsible for the long-term strategic planning activities of the Foundation, legal operations accountability and for ensuring a continuity of leadership and direction over time.

The Board of Trustees is comprised of nine elected members who serve staggered three-year terms. Trustees act as voting members of the Board with full authority and responsibility to develop policies, procedures and regulations for the operation of the Foundation, and monitor the Foundation's financial health, programs and overall performance. The Trustees meet, minimally, on a quarterly basis.

Reporting Responsibilities

WSCGA's constituents (including membership of the WSCGA, financial and in-kind contributors to the WSCGA and the Foundation, supporters of the WSCGA and the Foundation, and other community stakeholders)

Trustee Job Description

Policy

- Review, discuss and vote on the strategic plan for the Foundation and evaluate the Foundation's performance in accomplishing its mission on an annual basis
- Review, discuss and vote on program committee guidelines, and to vote on all grant submissions for funding
- Develop policies for the operation of program committees, and to develop policies for trustee participation on the Board

Personnel

- Hire the Foundation Director, determine performance standards, and evaluate performance on an annual basis
- Review and approve personnel policies

Finance

- Review and approve the Foundation's annual budget
- On an annual basis, review and approve a spending policy (determining the amount of money that will be available for grant making) and an investment policy for the Foundation that fulfills the mission and goals of the Foundation
- Define investment goals, monitor the management of investments and adhere to tax requirements

The Responsibilities of the Trustees are:

1. *To evaluate on a regular basis:*
   - The organization's effectiveness in accomplishing its mission
   - The role and performance of the Foundation Director on an annual basis
   - The effectiveness of the allocation of resources
   - The effectiveness of individual Trustees and of the Board of Trustees as a whole
   - Whether the Foundation should continue as an organization

2. *To establish and oversee:*
   - Institutional policies
   - Personnel policies
   - Systems for fiscal accountability

3. *To take responsibility for planning by:*
   - Ensuring that there is a mission statement
   - Ensuring that there is a strategic plan
   - Overseeing the implementation of the strategic plan

4. *To oversee the acquisition and allocation of funds by:*
   - Defining investment goals
   - Monitoring the management of investments
   - Approving the foundation's overall program plan

Requirements

Trustees are expected to:

- Attend quarterly meetings
- Participate in the Annual Foundation Pro-Am Charity Golf Tournament
    - Attend planning meetings
    - Help with planning
    - Help with sponsorship and fundraising
    - Attend the event as a volunteer and/or tournament participant
- Attend CIF Regionals and Finals, as well as other Foundation sponsored events
- Visit WSCGA member clubs to educate the members about the Foundation, including its mission, goals and most recent activity
- Attend and/or participate in WSCGA member club tournaments that benefit the Foundation
- Pick up equipment donations
- Attend the WSCGA annual meeting in December

Conflict of Interest

Trustees must disclose all material facts and relationships and refrain from voting on any matter when there is a potential for conflict of interest. This accountability to the Foundation includes:

- Loyalty to any other interest groups, boards or staffs
- Personal interest or private business of any Trustee

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The WSCGA Foundation is asking for assistance to help find qualified women and men to serve as Trustees of the WSCGA Foundation for the 2009 calendar year. Each nominee will be duly considered for a position. Selection will include consideration of Trustee positions needing to be filled from a variety of geographical areas. *Please check with each prospective nominee to be sure she/he has the time and the desire to serve the Foundation.* On behalf of the WSCGA Foundation, thank you for taking the time to give this your consideration.

Candidate Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Preferred Phone: _____

Home Course: _____

Club/Board Position(s) Served: _____

Qualifications: _____

_____

Areas of Specific Expertise: _____

_____

Familiarity with WSCGA Foundation: _____

_____

Interest in the WSCGA Foundation: _____

_____

Submitted By: _____

Club: _____ Region: _____

Please send your nominations to:
WSCGA FOUNDATION, INC.
402 West Arrow Highway, Suite 10, San Dimas, California 9177
(909) 592-1281; FAX (909) 592-7542; info@wscgafoundation.org