

BUCK FAMILY FUND of MCF

Trustee Responsibilities and Qualifications

I. Appointment of Trustees

Appointment of trustees for the Buck Family Fund of MCF (BFF) is made according to a long-established protocol. This protocol specifies five Appointing Authorities to fill six of the Board's seats, in addition to the Board's responsibility to fill the remaining three seats itself:

- Family of Dr. and Mrs. Leonard Buck (1)
- Center for Volunteer & Nonprofit Leadership (1)
- Marin County Board of Supervisors (2)
- Marin Interfaith Council (1)
- President of the University of California (1)
- Buck Family Fund of MCF Board (3)

All trustees must have been a Marin County resident for at least five continuous years preceding their appointment to the BFF Board, and must maintain such residence throughout their tenure on the Board.

The BFF Board benefits from diversity in its composition. This includes diversity of gender, sexual orientation, ethnic and racial background, and life experience. When considering new appointments, appointing authorities are encouraged to examine the membership of the current Board with these factors in view.

II. Qualification for BFF Trusteeship

- 1) A Trustee should have a reputation in the Marin community as a person of intelligence, integrity, skill, experience, and good judgment in community matters. He or she should be perceived as a person of strength and wisdom, able to handle the pressures of a highly visible assignment, and committed to principled decision-making on behalf of the community.
- 2) The Trustee should be comfortable interacting with residents of all geographic areas of the county, and with all population groups including youth, aged, minorities and disabled.
- 3) Consistent with state law and best practice, each Trustee, once appointed, has overall duty and responsibility solely to the Foundation, rather than serving as a representative of a particular appointing authority.
- 4) It is indispensable for Trustees to have a caring and compassionate view of the community, with empathy and a sense of concern for all its residents.

- 5) The BFF Board seeks Trustees who have significant familiarity and interest in Marin community affairs. At the same time, Trustees must be able to relate events and circumstances in Marin County to the larger world beyond, since problems faced by the local community are often shared with the region, state, and nation.
- 6) Those who desire to serve on the BFF Board must be willing to accept the workload this assignment imposes. Trustees meet as a full Board for approximately three hours once per month, for nine months of the year. Trustees will be asked on occasion to serve on committees which necessitate periodic additional meetings; attend various community affairs; and read and review Board mail, grantmaking and policy dockets, and other materials as needed.

III. Professionalism and Teamwork

In addition to the above responsibilities and qualifications, BFF Trustees:

- Maintain confidentiality among Board members, with Staff, and throughout the larger community.
- Are familiar with and follow all policies and procedures.
- Treat everyone with fairness.
- Recognize and honor the individual skills and experience of each Board member.
- Ensure that proactive, creative, cross-functional thinking is provided in order to enhance the quality of problem-solving and decision-making.
- Possess the ability to listen, analyze, think clearly and creatively, and work well with people individually and in a group.
- Demonstrate honesty and sensitivity to differing views; a friendly, responsive, and patient approach; community-building skills; personal integrity; and a developed sense of values.
- Use a collaborative style with Board, President & CEO, Staff, and larger community to achieve organizational goals and support individual objectives consistent with those goals.
- Demonstrate ability to work well with others and maintain a safe, trusting environment among Board members, with Staff and larger community.