



## **BOARD MEMBER'S RESPONSIBILITIES**

As Members of the Board of Trustees of Bluefield College, we all have collective responsibilities to the College arising from our willingness to serve. In addition, we each have individual responsibilities. The obligations of Board service are considerable, reaching well beyond the basic expectations of attending meetings, participating in fund-raising and making monetary contributions.

Incumbent and prospective Board members should give serious consideration to basic expectations and responsibilities. Among these are:

### **General Expectations**

- To be cognizant of the mission, purposes, goals, policies, programs, services, strengths and needs of the College.
- To attend the semiannual meetings of the Board of Trustees, generally held in April and October of each year.
- To be familiar with the By-Laws of the Board of Trustees and the governing documents of the College.
- To perform duties of Board membership responsibly, willingly and with commitment to the purpose of the College.
- To suggest possible nominees to the Board who are clearly women and men of achievement and dedication to the mission of the College and who will make significant contributions to the work of the Board and the College's progress.
- To avoid prejudiced judgments on the basis of information received from individuals and to urge those with grievances to follow established policy procedures. (All matters of potential significance should be called to the attention of the President of the College and the Board's elected leaders as appropriate.)
- To seek to bring positive suggestions for the improvement of the Board's deliberations and to serve with a sense of humor and good will.

### **Christian Expectations**

- A Christian commitment and lifestyle. Board members are expected to exhibit a personal commitment to the Christian purpose and mission of Bluefield College.
- Pray regularly and faithfully for the College.
- Active involvement in a local church.

### **Meetings**

- To be prepared for and participate in Board and committee meetings, including appropriate organizational activities.
- To participate by asking timely and substantive questions at Board and committee meetings. To support the majority decisions on issues decided by the Board, in so far as we do not allow personal convictions to be compromised.

- To maintain confidentiality of the Board’s executive sessions and to speak for the Board or the College only when authorized to do so.
- To suggest agenda items which would be the appropriate responsibility of the Board to consider.

**Relationship with Staff**

- To be available to counsel with the President of the College as appropriate and to support him or her through often difficult relationships with groups or individuals in so far as we do not compromise our own convictions.
- To refrain from asking special favors of the staff without prior consultation with the President of the College.

**Avoiding Conflict**

- To serve the College as a whole rather than any special interest group or constituency. Avoid any preconceptions that you “represent” anything but the College’s best interest.
- Avoid even the appearance of a conflict of interest that might embarrass the Board or the College. Disclose any possible conflicts to the Board in a timely fashion.
- Seek to maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate, even though not necessarily obligated to do so by law, regulation or custom.
- Never accept (or offer) favors or gifts from (or to) anyone who does business with the College.

**Fiduciary Responsibilities**

- Exercise prudence with the Board in the control and transfer of funds.
- Faithfully read and understand the College’s financial statements and otherwise assist in so far as possible in the fiduciary responsibility of the Board.

**Fund-Raising**

- Financially support Bluefield College at a level appropriate to your financial situation and with the desire to make it an equivalent to a top 3 charitable priority.
- Commit yourself to give an annual gift to the College’s BC Fund and a Capital Campaign commitment as part of the College leadership team.
- Assist the advancement committee and staff by implementing fundraising strategies through personal influence with others, i.e., corporations, individuals and foundations.

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*Trustee Signature*

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*Date*

*Adapted from Ten Basic Responsibilities of Nonprofit Boards by Richard T. Ingram. Copyright 1996. National Center for Nonprofit Boards.*

Adopted by the Bluefield College Board of Trustees May 18, 2002; adapted October 19, 2017.