Foundation Trustee

Supervisor: Foundation Chair
Department: Foundation
Date Created or Revised: September 2026

Purpose
Gamma Phi Beta is a True and Constant sisterhood that spans generations, empowering members to grow together. We are for women, for a lifetime.

The role of Foundation Trustee offers the opportunity to be an ambassador of Gamma Phi Beta and model our Core Values. With responsibility for strategic oversight, risk management and succession planning for the Foundation, Trustees will support the achievement of the Sorority's mission, vision, strategic plan, goals, policies and procedures.

Trustees will offer guidance and professional expertise, participate in committee work and help develop connections to secure financial support for the Foundation's mission within Gamma Phi Beta Sorority.

Responsibilities

Strategic Oversight

- Believes in and actively supports the Gamma Phi Beta Foundation's mission, goals and policies; provides strong advocacy for Gamma Phi Beta and the Foundation among stakeholders.
- Becomes familiar with the Foundation's strengths and challenges and works to promote the former and ameliorate the latter.

Fundraising and Personal Giving

- Prioritizes the Foundation with a meaningful annual gift aligned with the Trustee's circumstances. The Trustee shall endeavor to make an unrestricted, annual gift at the $1,874 (USD) level or higher or secures donations at least equal to $1,874 (USD) each year, or combines both personal giving and donations from others totaling $,1874 (USD) or higher . The Trustee also agrees to support special fundraising initiatives.
- Strives to secure financial support from others by proactively identifying, cultivating and assisting with the solicitation of prospective donors; stewards donors.
- Oversees a donor portfolio of 8-10 individuals, fostering connections and collaborating with the Development team on strategic fundraising efforts.

Financial and Administrative

- Recognizes their legal, fiduciary, financial and moral responsibilities as a Trustee and adheres to the Foundation's and Sorority's Articles of Incorporation, Bylaws, rules, policies and procedures.
- Exercises fiduciary responsibility, faithfully reads and understands the Foundation's budgets, financial statements, audits and other reports.

- Recommends potential Trustees who can make significant contributions to advance the work and strength of the Foundation.

Meetings and Travel

- Attends monthly virtual board meetings via videoconference with an occasional, additional conference call or videoconference. Prepares for, attends and participates in board meetings; serves actively on at least one committee, as appointed.
- Suggests agenda items for board and committee meetings to ensure that significant strategic, visionary and policy-related matters are addressed.
- Directs questions and/or objections to materials being presented at board and committee meetings to the Foundation Chair and appropriate committee chair, if applicable, before meetings.
- Publicly supports all board decisions and maintains confidentiality of board business.
- Travel includes four to eight days per year, including one in-person board meeting, which runs in conjunction with Convention and REAL Leadership Institute.
- Represents the Foundation at Sorority and Foundation events when possible.

Expectations

- Is a Gamma Phi Beta member in good standing, either as a Life Loyal member or by paying annual international alumnae dues.
- Volunteers eight to 10 hours per month, on average.
- Understands that Trustees will not be entitled to receive compensation or other emolument for acting or serving as a Trustee or Foundation officer.
- Promotes diversity and inclusion in actions, including attitude, language, choices, interactions, communications, polices and seeking missing perspectives.
- Avoids any conflict of interest by annually signing a Conflict of Interest and Family and Business Relationships Policy and discloses any new conflicts to the board in a timely fashion.
- Completes Trustee orientation training, basic Fidelity volunteer modules and any other required training.
- Should not be employed by the Sorority, Facilities Management Company or the Foundation.

Preferred Competencies and Experiences

- Broad Sorority and Foundation knowledge and perspective.
- Previous nonprofit board of directors or for-profit board of directors experience.
- Previous fundraising/Foundation experience as a board member or volunteer.
- Ability and bandwidth to network with and help cultivate Foundation donors and potential donors.

Characteristics of a Great Trustee

- Self-Awareness: Can identify personal beliefs, strengths and weaknesses and engages in thoughtful personal reflection. Places the Sorority's and Foundation's best interests above personal priorities. Applies feedback from others above self in context of group.

- Confidence: Believes in their ability to make decisions, take action and achieve positive results. Leverages expertise to accomplish goals while balancing personal input with the Sorority's needs.
- Communication: Is prepared, thoughtful, engaged and reflective when taking in information and communicating with others. Serves as a spokesperson for the organization. Employs active listening and critical thinking skills to inform strategic direction.
- Teamwork: Can identify attributes of a healthy relationship and contributes individually in creating a positive team dynamic. Models awareness of power dynamics within the boardroom and acts to mitigate power differentials. Inspires and creates an atmosphere of trust that results in positive working relationships both within and outside of the Sorority and Foundation.
- Mentorship: Uses their experience to guide and coach other individuals. Engages in mentoring relationships focused on board-level service.
- Gamma Phi Beta Knowledge: Knows the history, current initiatives and future goals of the organization and uses such knowledge to make decisions that reflect organizational values and priorities. Understands the fundamentals of the organizations, including financial management, legal compliance and generative planning. Coordinates and leverages synergies across the organization and among the three Gamma Phi Beta entities.
- Personal Excellence: Strives for continued personal growth and challenges.