

SECTION THREE – Appendix A

Position Description AMCP Foundation Trustee

**Trustee for the AMCP Foundation Board of Trustees
Position Description**

Responsibilities

- Commitment to the mission and goals of the Foundation
- Guide the Foundation’s strategic plan development and implementation to achieve the mission and financial goals
- Comply with the policies set forth by the Board
- Attend and participate in all Board meetings
- Serve on Foundation committees, work groups, etc, as assigned
- Demonstrate personal financial commitment by making a gift to the annual campaign and special campaigns launched by the Foundation
- Assist in the cultivation and solicitation of support for the Foundation when asked

Qualifications

- Ability to serve full term
- Willingness to support the Foundation with either a personal financial commitment or the cultivation of financial commitment or both
- Experience of service on a nonprofit board, preferred
- Fundraising and/or development experience, preferred

Terms of Office

- Three years, beginning at the conclusion of the Annual Meeting of the Foundation and concludes at the Annual Meeting of the Foundation at the end of the term

Time Commitment

The AMCP Foundation Trustee can expect to spend between 10-15 days annually preparing for and attending AMCP Foundation-related meetings and performing Board activities, not including committee meetings and conference calls.

Expense Reimbursement

The AMCP Foundation Trustee will be reimbursed for travel and housing to and from AMCP Foundation Board of Trustee meetings. Trustees must comply with the AMCP Non-Staff Travel Policy as approved by the AMCP Board of Directors provided as Section Four – Appendix C.