

**PROSPECTIVE BOARD MEMBER INFORMATION PACKET AND APPLICATION**

**THE MINNESOTA STATE UNIVERSITY, MANKATO**

**FOUNDATION BOARD**

Established as a 501(c)3 organization in 1959 to serve as the primary fundraising and philanthropic arm of Minnesota State University, Mankato. All philanthropic support of the University from donors, alumni and friends is accepted by the Foundation on behalf of the University. The Foundation Board Members set policies and actively manage processes relating to grant making, spending, investment, management, governance, and independent audits for the assets (both investment and annual) of the Foundation.

Our Foundation Board is composed of 20+ voting members, plus three ex-officio members including the University President. Board members are alumni or friends of Minnesota State University. Each Board Member has also supported the University as a personal top philanthropic priority.

Nominated by the Governance and Membership committee and appointed by the full board, board members serve a three-year term, renewable up to three terms (nine years). The board, board committees, and individual Board Members are evaluated on a regular basis by our Governance and Membership committee. Foundation Board have a fiduciary duty to the assets of, and donors to, the Foundation. Members of the Foundation Board are covered by Directors and Officers Insurance purchased annually by the Foundation.

Foundation Board Members bring a vast range of knowledge and experience to the task of governing the foundation. Over the years, Board Members have extensive experience in the worlds of higher education, business, law, government, technology, health care, nonprofit management, the arts, and the civic sector.

The Foundation restated its *Bylaws and Policies* in May of 2020. The *Bylaws and Policies* document can be found at **INSERT WEBADDRESS HERE.**

**FOUNDATION BOARD**

**STATEMENT OF EXPECTATIONS**

THE MINNESOTA STATE UNIVERSITY MANKATO FOUNDATION exists to encourage and steward sustained philanthropic support from alumni and friends, to support the work Minnesota State University Mankato.

DIRECTORS OF THE MINNESOTA STATE UNIVERSITY MANKATO FOUNDATION BOARD are professional women and men who share a commitment to the University and a willingness to invest their time, talent, and resources for the betterment of the University through fundraising and advocacy.

The following is expected of every Board member:

Knowledge. The more Board members know about the institution the more powerful advocates they can be. Staff members strive to provide Board members with ample opportunities to learn what’s new and compelling at Minnesota State University Mankato. The Foundation has a secure virtual portal called OnBoard which allows each Board member to review documents, meeting minutes, Bylaws and Policies, or projects being reviewed.

Generosity. Every Board member is expected to consider the Foundation among his/her three highest philanthropic priorities and make a personal gift to the Foundation each year; to consider a planned gift to the Foundation; and to help ensure that the Foundation has sufficient funds, through fundraising, monitoring investment earnings, and other means.

Stewardship and Cultivation. Based on the skills and comfort level of the individual, Board members are asked to be involved in donor stewardship (saying thank you), identification and/or cultivation throughout the year.

Presence. Board members are expected to attend two meetings on campus (September and May) and one off-site (February) each year, and to attend committee meetings in person or via technology throughout the year. Members are expected to actively serve on at least one standing committee of the Foundation Board.

**COMMITTEES OF THE FOUNDATION BOARD**

**(from Bylaws and Policies)**

1. **Committee Structures**

Committees may be made up of three categories of individuals: Board of Directors members, ex-officio Board members, and Board of Directors Ambassadors. The latter two categories are non-voting members. Committee Chairs and committee membership are annually appointed by the Board Chair in consultation with the Governance and Nominating Committee.

* 1. **List of Committees:**

2.0 Executive Committee

3.0 Audit Committee

4.0 Finance Committee

5.0 Gift Acceptance Committee

6.0 Governance and Membership Committee

7.0 Grants Committee

8.0 Investment Committee

9.0 Real Estate Committee

10.0 Ad Hoc Committee

1. **Executive Committee:**

The Executive Committee is established to provide leadership and continuity to the corporation between meetings of the full Board.

1. **Audit Committee**

The Audit Committee acts on behalf of the Board of Directors to ensure compliance with applicable accounting, financial reporting and tax requirements, monitoring the whistleblower program, conflict of interest policy, monitoring of compliance with the Foundation’s record retention policy, and other actions it determines are necessary to fulfill this Mission.

**4.0 Finance Committee**

The Finance Committee acts on behalf of the Board of Directors and is responsible for monitoring and communicating to the board about the organization’s overall budgetary financial health.  Its core duties include participating in and overseeing: the development of the organization’s budgeting and financial planning, the creation and review of the organization’s internal controls and the implementation of safeguards to protect the organization’s assets.

1. **Gift Acceptance Committee**

The Gift Acceptance Committee acts on behalf of the Board of Directors and may review all gifts to the Foundation, including cash, securities, planned gifts and non-cash gifts, but will function as an Ad Hoc committee. Approval of gifts of cash or publicly traded securities may be assumed unless there are extenuating circumstances.

1. **Governance and Membership Committee**

The Governance and Membership Committee acts on behalf of the Board of Directors and is responsible to: identify, vet, and select prospective members who bring the necessary experience, skills, and character to the board; identify best practices in governance appropriate for the culture of the board and the Foundation; ensure the continuing education and assessment of the Board and its members.

1. **Grants Committee**

The Grants Committee acts on behalf of the Board of Directors to provide annual grants to faculty and staff or to students through the Undergraduate Research Center (URC). The mission of the URC is to promote high-quality undergraduate student-faculty collaborative research, scholarship and creative work.

1. **Investment Committee**

The Investment Committee acts on behalf of the Board of Directors to provide stewardship of the Foundation’s assets. The Investment Committee will also recommend to the Foundation Board acceptance or rejection of all investment-related gifts and advise Minnesota State University, Mankato staff regarding management of investment-related gifts.

1. **Real Estate Committee**

The Real Estate Committee acts on behalf of the Board of Directors to assist the Foundation in identifying and analyzing real estate gift opportunities and prospects, and in acquiring, developing, and managing real property through the Foundations’ LLC, Maverick Philanthropic Properties.



**THE MINNESOTA STATE UNIVERSITY, MANKATO**

**FOUNDATION BOARD MEMBERSHIP PROCESS**

A close up of a logo

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Thank you for your interest in becoming a

**MINNESOTA STATE UNIVERSITY MANKATO**

**FOUNDATION BOARD MEMBER**

**Please complete and return the completed**

**PROSPECTIVE BOARD MEMBER PROFILE AND APPLICATION**

**(Pages 9-13 of this document)**

**On-Line Version:**

If you’d prefer to complete the

**FOUNDATION PROSPECTIVE BOARD MEMBER PROFILE AND APPLICATION**

portion on-line, please go to: **INSERT WEB ADDRESS OF APPLICATION HERE.**

A close up of a logo

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**FOUNDATION PROSPECTIVE BOARD**

**MEMBER PROFILE AND APPLICATION**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Preferred Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(circle):* Home /Work /Mobile

Preferred Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Mailing Address*:*  Home Work

If preferred work address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Education**

Minnesota State University Mankato Alumnus: Yes No

If yes (check all that apply):  Undergraduate  Masters  Doctorate  Attendee

If no:  Did not attend/graduate from college

Graduate of ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Career**

Current Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Industry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Role(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Years with Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If less than five years, Previous Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Role(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Demographics:**

The Foundation seeks a Board Membership with a variety of voices and experiences. For that purpose, please select all those demographic areas that apply.

**Gender:**

Male

Female

**Age:**

19-34

35-50

51-65

Over 65

**Race/Ethnicity**

African American/Black

Asian/Pacific Islander

Caucasian

Hispanic/Latino

Native American/Indian

**Professional/Volunteer Expertise:** *Please check all that apply*

|  |
| --- |
| Administration/Management |
| Early-stage organizations/start-ups |
| Financial oversight |
| Fundraising |
| Government |
| Investment management |
| Law  Energy, environment |
| Leadership skills/motivator |
| Marketing, public relations |
| Human resources |
| Strategic planning |
| Physical plant (architect, engineer) |
| Real estate |
| Health Care, medicine |
| Technology |
|  |

**Resources:** *Please check all that apply*

Money to give

Access to money

Access to other resources (foundations, corporate support)

Availability for active participation (solicitation visits, grant writing)

**Connections**: *Please check all the apply*

|  |
| --- |
| Religious organizations |
| Corporate |
| Education |
| |  | | --- | | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   Media |
| Political |
| Philanthropy |
| Small business |
| Social services |

|  |
| --- |
| **Personal Style:** *Please check all the apply* |
| Consensus builder |
| Good communicator |
| Strategist |
| Team member |
| Visionary |

**Community Involvement:**

*Board/Committees including Business, Other Non-profits, Fraternal, Political, Professional, Recreational, Religious, Social, etc.*

***Current Involvement***

Organization Role Dates of Service

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***Former Involvement:***

Organization Role Dates of Service

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**Please describe your most rewarding experience as a volunteer or board member, and how that experience made an impact on you?**

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**How might the Foundation benefit from your involvement?**

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**I understand that if elected as a Foundation Board member that my personal philanthropic commitment is to make the University/Foundation among my three highest philanthropic priorities while on the Board.**

Yes No

**I understand that if elected as a Foundation Board member that based on my skills and comfort level, I will be asked to assist with stewardship (saying thank you), identification or cultivation of current, new and prospective donors.**

Yes No

**Is there anything in your personal or business history that should it come to light, could negatively affect the Foundation or Minnesota State University Mankato.**

Yes No

**Have you ever been convicted of a felony?**

Yes No

**PLEASE CIRCLE:**

Shirt Size: XS S M L XL XXL

Jacket Size: XS S M L XL XXL

Please return the completed **FOUNDATION PROSPECTIVE BOARD MEMBER PROFILE AND APPLICATION** portion of this packet to:

Minnesota State University Mankato Foundation

c/o Chair, Governance and Membership Committee

224 Alumni Foundation

Mankato, Minnesota 56001

**SUBMIT**

Thank you for your interest in becoming a Minnesota State University, Mankato Foundation Board Member, your application will be reviewed and the Chair of the Governance & Membership committee will reach out to you as soon as feasible.