Responsibilities of an SDSU Research Foundation Board Member

A Board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to SDSU Research Foundation. The following duties and obligations are expected for the duration of Board service.

- **Attendance:** Board members agree to attend Board and committee meetings and functions.
- **Active Participation:** Board members should review the agenda and supporting materials prior to Board and committee meetings and be prepared to engage in thoughtful dialogue.
- **Advocacy:** Board members should be informed about SDSU Research Foundation's purpose, mission, services, policies and programs. Board members should enhance SDSU Research Foundation's public image by clearly articulating the mission, accomplishments and goals to the university community and the public at large.
- **Loyalty:** Board members should have a duty of loyalty to SDSU Research Foundation, its staff and other Board members. While differences are bound to occur, Board members should accept decisions made on a majority basis and seek to keep disagreements impersonal.
- **Financial Responsibility:** Board members must assure financial responsibility by approving the annual budget and overseeing adherence to it; contracting for an independent audit; ensuring that proper financial controls are in place and controlling the investment policies and management of capital or reserve funds.
- **Planning Oversight and Support:** Board members agree to oversee and evaluate strategic business plans and to support management in carrying out those plans.
- **Governance:** Board members have the principal responsibility for fulfillment of SDSU Research Foundation's mission and the legal accountability for its operations. Board members govern the SDSU Research Foundation by broad policies and objectives formulated and agreed upon by the Chief Executive Officer and staff. Board members attend to policy-related discussions that guide operational activities of the staff, approve long-range goals and provide counsel to management.
- **Mission:** Board members have the responsibility to create the mission statement and review it periodically for accuracy and validity. Each Board member should fully understand and support it.
- **Self-Assessment:** Board members should evaluate how well the Board is performing, recognize its achievements and reach consensus on which areas need to be improved.