



RMC RESEARCH & EDUCATION FOUNDATION
BOARD OF TRUSTEES POSITION DESCRIPTION
Revised and Approved May 16, 2017

REPORTS TO: RMC Research & Education Foundation Contributors and Citizens of the United States

POSITION DESCRIPTION: Members of the Board of Trustees for the RMC Research & Education Foundation (referred to as the “Foundation” henceforth) provide governance to the organization, represent the Foundation to the community and accept legal and fiduciary authority for the Foundation’s operations.

SPECIFIC RESPONSIBILITIES:

- I. Determine and work to fulfill the Foundation’s mission and purpose.
- II. Attend and participate in all Board of Trustees meetings, conference calls and ballot initiatives.
- III. Ensure proper fiduciary governance of the Foundation including annual budgetary review.
- IV. Review periodically the Foundation’s mission, goals, policies and bylaws.
- V. Participate in at least one of the Foundation committees including the Administration Committee, the Finance Committee, or the Program Committee. Participate in ad hoc committees as requested.
- VI. Ensure adequate resources by assisting with fundraising efforts by actively soliciting new/increased contributions, securing a corporate pledge from his or her employer/company and by making a personal pledge to the Foundation.
- VII. Review and evaluate all proposed programs for funding. Monitor the progress of funded programs.
- VIII. Monitor, review and evaluate annually Foundation management and governance.
- IX. Promote the activities, projects and programs of the Foundation to the industry and community.
- X. Act as a conduit between his or her employer/company personnel and the Foundation by communicating important Foundation information to appropriate individuals, engaging appropriate company personnel in the Foundation’s activities, and by ensuring timely payment of corporate pledges.

LEGAL OBLIGATIONS OF BOARD OF TRUSTEES MEMBERS:

- I. **Duty of Care:** Requires that the Trustee be reasonably informed about the Foundation’s activities, participate in the making of decisions and does so in good faith exercising the care, diligence and skill that an ordinary, prudent person would exhibit under similar circumstances.
- II. **Duty of Loyalty:** Requires that the Trustee exercises his or her power in the interest of the Foundation and not in his or her own interest or the interest of another entity.
- III. **Duty of Obedience:** Requires that Trustee complies with applicable federal, state and local laws and adheres to the Foundation’s Bylaws and remains a guardian of the Foundation’s mission.