



MARIN INTERFAITH COUNCIL

Guidelines: **FINAL DRAFT**

For the 2006 Appointment of a Trustee To the Board of Trustees of the Marin Community Foundation

Marin Interfaith Council Mission Statement

The Marin Interfaith Council is a respectful collaborative – celebrating faith traditions, advocating justice and building community.

Background

The Marin Interfaith Council (MIC) is a voluntary association of Marin County religious and spiritual organizations that become MIC members. MIC fosters interfaith understanding, respect, and collaboration by bringing its members together in dialogue, community observances, acts of compassion and justice, and education on political and social concerns affecting the residents of Marin County. MIC collaborates with, advises and is advised by community non-profit groups, regional government, philanthropies, and non-member religious/spiritual organizations.

Marin Community Foundation Mission Statement

The mission of the Marin Community Foundation is to encourage and apply philanthropic contributions to help improve the human condition, embrace diversity, promote a humane and democratic society and enhance the community's quality of life, now and for future generations.

Background

As part of the settlement agreement reached by the Superior Court establishing the Marin Community Foundation (MCF) in 1986, MIC was designated by the Court to make a single appointment to the MCF Board on a schedule established by trustees and agreed to by the Court. The Court's choice of MIC as an appointing authority recognized the significant contributions of Marin's faith communities; and the religious element in the charitable intent of Mrs. Beryl Buck as stated in the terms of her bequest and evidenced by her life and commitments. The structure, scope, and purposes of MCF honors her religious commitments and her recognition that religious institutions play a vital role in strengthening the moral base of the larger community, instilling compassion; and both inspiring and supporting actions benefiting the County, and on behalf of the "poor and needy."

I. Responsibilities of the Board of Trustees

1. The MCF Board serves as distribution Trustee for the Leonard and Beryl H. Buck Trust, and as both distribution and investment trustee for all other funds in the philanthropic care of the Foundation.
2. The Board's governing and fiduciary responsibilities cover all activities of the Foundation, including grant making, community outreach and assistance, fund development and investments.
3. The Board hires the President and Chief Executive Officer of the Foundation who is responsible to develop policies, plans, and budgets for the Board's review and authorization. The President & CEO supervises all employees of the Foundation.
4. Trustees meet as a full Board approximately once per month, in a meeting, that often requires several hours of preparation. In addition, Trustees serve on committees which necessitate additional meetings, attend Foundation-sponsored events and other community affairs; make occasional site visits to grantees of the Foundation; attend conferences and review literature in the philanthropic field; read and review Board mail, grant making and policy dockets and other materials as needed.
5. Once appointed, the Trustee has fiduciary responsibility to the Foundation.

II. Responsibilities of the MIC Appointee

1. The appointee of MIC shall be an active religious leader (professional or lay). The appointee shall honor the stated goals and purposes of both MIC and MCF as follows:
 - a. To be an informed and strong advocate for religion, conscience, spiritual disciplines and practices, and faith communities and their leaders;
 - b. To support MCF policies, programs and grant making that foster interfaith understanding, respect, and cooperation;
 - c. To encourage the role of religion and conscience in matters of social justice and programs that address the needs of the greater community;
 - d. To assist in the creation of cooperation between MIC and/or its constituent members and government, social and health care services, other non-profits, and MCF; and
 - e. To actively support MCF in identifying potential philanthropic donors whose charitable interests will encourage continued generosity, compassion, partnership, and the common good, not just in Marin County, but also in the farther reaches of the world.
2. The appointee does not represent the MIC or any of its individual constituent members or partners, and is free to conduct the work of an MCF Trustee informed but not bound by MIC advice.
3. The appointee will meet not less than quarterly with the MIC board of directors and at least twice per year with its general membership for the purposes of: (a) reporting on MCF's advocacy of religion, conscience, and ethics in honoring the stated goals and purposes of MIC and MCF, (b) encouraging MIC's support of the mission of MCF, and (c) maintaining open and honest lines of communication between MIC and MCF.
4. The appointee of MIC may be elected to two complete four-year terms as a trustee. At the end of the first term it shall be the practice of the MIC board of directors to open the appointment process to additional nominations.

III. General Expectations of the Appointee

In addition to the qualities enumerated in the Responsibilities section listed above, the appointee shall:

1. Be a Marin County resident for at least five continuous years preceding appointment as required by the MCF By-Laws.
2. Demonstrate an active participation in and commitment to MIC.
3. Have a reputation in Marin County as a person of intelligence, integrity, skill, experience, and good judgment in community matters. He or she should be perceived as a person of strength and wisdom, able to handle the pressures of a highly visible assignment and committed to principled decision-making on behalf of the community.
4. Hold a caring and compassionate view of the community. The responsibility of Trustees conferred by MCF's mission "... to help improve the human condition and to enhance the quality of life of the community ..." requires a sense of empathy for and concern about the community, and working knowledge of the resources that the faith-based institutions of the community bring to the matters before MCF.

5. Be able to relate events, circumstances, and problems to the world beyond Marin County since problems here are often shared with the region, state and nation. A sense of this broader context is valuable in discharging responsibilities as a trustee of one of the largest community foundation in the country.
6. Demonstrate history of professional involvement or volunteer activities in any of the following areas that support MCF's mission:
 - MCF makes grants in many areas of community life, including human needs, education and training, community development, religion, environment and the arts.
 - MCF provides technical assistance, capacity building, community recognition and awards to numerous community organizations and neighborhood groups.
 - MCF is the steward of endowments, donor-advised funds, charitable trusts and other vehicles for philanthropic giving, and plays an important role in the stimulation of additional philanthropy in the community.

IV. MIC Rules for the Appointment Process

To nominate the MIC appointee to MCF, a religious organization must be a member in good standing of the Marin Interfaith Council. The following rules from the MIC By-Laws, Article III -Membership define MIC membership.

Article III-Membership

1. *Qualifications.* There shall be two classes of membership in this corporation, referred to herein as regular and affiliate members.
 - a. *Regular Members.*
 - i. To be a regular member of this corporation, a member must be an organization that serves Marin County and must be either:
 - (1) Qualified as a non-profit religious corporation by the laws of the State of California; or
 - (2) An organization not qualified as a non-profit religious corporation by the laws of the State of California but is nevertheless determined by the Board of Directors or committee thereof to be primarily religious in nature.
 - b. *Applications and Dues.* A regular or affiliate member shall become such upon acceptance of the member's membership application by the Board of Directors and payment of such dues and fees as may from time to time be affixed by the Board of Directors. The dues and fees payable for the respective membership classes and for organizational or individual affiliate membership may be the same or may differ, as determined by the Board of Directors.

V. Procedures and Time Line for Nominations and Appointment

1. The term of appointment for a Trustee is four years. The term may be renewed once.
2. The MIC Board of Directors will name a Trustee Search Committee (MIC-TSC) comprised of five (5) persons: three (3) from the current MIC Board and two (2) from the MIC membership. The MIC Executive Director will serve as an ex-officio member of the MIC-TSC.
3. When an incumbent is eligible for re-appointment to another term:

- a. The MIC-TSC shall notify the incumbent of his/her eligibility for another term and, if s/he is interested, ask him/her to submit a letter to the MIC-TSC expressing interest and stating the reasons for re-appointment and reviewing her/his accomplishments during the period of appointment.
 - b. The MIC-TSC shall review the letter of interest and schedule an interview.
 - c. Based on a review of the incumbent's interest, accomplishments, and intentions, the MIC-TSC will make a recommendation to the MIC Board for reappointment or, if the incumbent does not gain a majority vote for re-appointment, the MIC-TSC will recommend opening the process for additional nominees (4. below)
 - d. The MIC Board will take action on the recommendation:
 - 1. If at least 2/3 of the Board recommends renewing the appointee for another four-year term, the candidate will be informed, and the membership will be notified. If an incumbent Trustee is re-appointed, s/he is bound by the terms of the current MIC guidelines. The MIC-TSC will be thanked for its work and dissolved.
 - 2. If the Board recommends opening the process for additional nominations, the candidate will be informed, and the MIC-TSC will proceed to 4 below.
4. When there is no incumbent or when the Board does not recommend the incumbent for another term:
- a. Not less than sixty (90) days before the expiration of the current trustee's term, the MIC Board shall notify all regular members in good standing of the appointment process, MIC Guidelines and that written nominations will be received for thirty (30) days.
 - b. Only MIC regular members may make nominations. Self-endorsed and non-affiliated applications will not be considered. No nominations will be received from the floor at any MIC meeting.
 - c. At the end of the 30-day period the MIC-TSC shall begin reviewing all nominations.
 - 1. Any nomination that does not conform to the requirements of MIC or fails to meet any Trustee standards established by MCF shall be rejected.
 - 2. The MIC-TSC shall determine the name(s) of one to three qualified nominee(s) to recommend and submit the name(s) to the MIC Board of Directors. The MIC-TSC may schedule interviews for the candidates with the Board, if deemed appropriate.
 - a. The Board will select the appointee with a 2/3 majority vote of the MIC Board members present, inform both the new appointee as well as any other candidates, and inform the MIC membership.
 - b. The selected nominee is bound by the terms of the current MIC guidelines.