

**Marin County Board of Supervisors
Application for Appointment to the
Marin Community Foundation Board of Trustees,
Representative of the Poor and Needy**

The Marin County Board of Supervisors welcomes your interest in this appointment, one of two that it makes to the Marin Community Foundation's Board of Trustees, based on the 1986 Buck Trust Settlement and subsequent modification. **This application has several important documents attached (listed below) that we urge you to read and carefully consider before filling out this application. These documents outline specific qualifications that must be met in order to be considered as a candidate for trusteeship.**

The deadline for submitting applications is 5:00 p.m. Friday, September 3, 2010. Please submit to the Clerk, Marin County Board of Supervisors (address listed below). Thank you for your interest in applying for this position.

- Attachments To Read:
- Marin Community Foundation, Trustee Responsibilities and Qualifications (3 pages)
 - Information For Applicants (1 page)
 - Marin County Board of Supervisors, Criteria for Selecting Appointee Representative of the Poor and Needy in Marin To the Marin Community Foundation Board of Trustees (2 pages)

Background Information:

Name: _____

Home Address: _____

City/Town: _____ Zip: _____ Telephone: _____

You must meet all of the following minimum qualifications (Part I) established in the Marin Community Foundation's Bylaws in order to serve as a Trustee.

Part I. Qualifications for Trusteeship.

Please answer each of the following 3 questions.

- Yes ___ No ___ 1. Primary residence is and has been in Marin for the past five years.
Yes ___ No ___ 2. Primary residence will be in Marin during the four-year term of service on the Board of Trustees of the Marin Community Foundation.
Yes ___ No ___ 3. Ability to make the commitment of time to serve by (for example) preparing for and attending Foundation meetings, events, and site visits, etc. (Refer to Marin Community Foundation, Trustee Responsibilities and Qualifications.)

If you have answered "No" to any of the questions above, you do not qualify for this position. However, we urge you to contact the Clerk of the Board at 499-7331 to find out about other ways to serve the community on our County boards and commissions.

Applicant Name: _____

Please read all attachments (listed above) before answering these questions. Answer the following questions and attach additional pages, if needed.

Part II. Questions.

1. Briefly describe your employment and educational background.

2. What is your understanding of how nonprofit organizations, public and private institutions work together to serve low-income people and those in need in Marin County?

Applicant Name: _____

3. Please describe any experience you have serving on any of the following and the reasons why you believe this service makes you a strong candidate as a representative of the poor and needy of Marin County:

- ◆ the board of a nonprofit or community organization,
- ◆ a local (elected or appointed) board or commission,
- ◆ leadership experience in the community, schools or business, or
- ◆ any other volunteer experience, especially with organizations serving low-income children, families, adults or elders in Marin.

4. In your own handwriting, please describe what kinds of skills, abilities, talents, or experience you have which you think would be of benefit to the Marin Community Foundation's Board of Trustees?

Applicant Name: _____

5. Please indicate any other information that would assist the Board in considering your application for appointment as a representative of the poor and needy on the Marin Community Foundation Board of Trustees?

Signature: _____ Date: _____

Thank you for submitting your name and application for consideration.

Please submit your application by 5 p.m. September 3, 2010, to:
Clerk, Marin County Board of Supervisors
Marin County Civic Center, Room 329
San Rafael, CA 94903
For information call: 415-499-7331
Fax: 415-499-3645

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MARIN COMMUNITY FOUNDATION

Trustee Responsibilities and Qualifications

I. 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.

II. Responsibilities of the Board of Trustees

The Marin Community Foundation is governed by a 9-member Board of Trustees. Overseeing more than 120 charitable trusts with a total current asset value of \$1.1 billion, the 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.

The Board of Trustees' governing and fiduciary responsibilities cover all activities of the Foundation, including grantmaking, community outreach and assistance, fund development, and investments.

The Board of Trustees hires the President & 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.

III. Appointment of Trustees

Appointment of Trustees is made according to the Corporation's Bylaws, which are based on the 1986 Buck Trust settlement and a 1998 modification. These Bylaws specify five Appointing Authorities in addition to the Board itself:

- Family of Beryl H. Buck (1)
- Marin Council of Agencies (1)
- Marin County Board of Supervisors (2)
- Marin Interfaith Council (1)
- President of the University of California (1)
- Marin Community Foundation Board of Trustees (3)

All Trustees, except the Trustee appointed by the Buck Family, must have been a Marin County resident for at least five continuous years preceding their appointment to the Board of Trustees.

The Foundation benefits from diversity in the composition of the Board of Trustees. This includes diversity of gender, sexual orientation, ethnic and racial background, and life experience. When considering new appointments, Appointing Authorities are encouraged to examine the membership of the current Board with these factors in view.

IV. Qualification for Trusteeship

- 1) A Trustee of the Foundation should have a reputation in the Marin community 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 in behalf of the community.
- 2) The Trustee should be able to reach out/into geographic areas and population groups including youth, aged, minorities and disabled.
- 3) The Trustee, once appointed, has fiduciary responsibility to the Foundation, rather than serving as a representative of a particular appointing authority. The Foundation Board seeks members who will work in the broader community interest, representing all of the residents of Marin County.
- 4) It is indispensable for Trustees of the Foundation to have a caring and compassionate view of the community. The responsibility of Trustees conferred by the Foundation's Mission, ". . . to help improve the human condition and to enhance the quality of life of the community . . .", requires empathy and a sense of concern about the community.
- 5) The Trustee should identify closely with the mission of the Foundation, and have earnest interest in helping the Foundation to fulfill its mission.
- 6) The Foundation desires Trustees who have significant familiarity and interest in Marin community affairs. At the same time, Trustees must be able to relate events and circumstances in Marin County to the larger world beyond, since problems faced by the local community are often shared with the region, state, and nation. A sense of this broader context is valuable in discharging responsibilities as a trustee of the third largest community foundation in the country.
- 7) A background of work or professional involvement or volunteer activities in any of the areas central to the Foundation's activities is useful experience for an individual serving in the role of Trustee. These areas include the following:
 - The Foundation makes grants in many areas of community life, including human needs, education & training, community development, religion, environment, and the arts.
 - The Foundation provides technical assistance, capacity building, community recognition and awards to numerous community organizations and neighborhood groups.
 - The Foundation 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.

- 8) Those who desire to serve on the MCF Board must be willing to accept the workload this assignment imposes. Trustees meet as a full Board approximately four hours once per month, in a meeting which 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; and read and review Board mail, grantmaking and policy dockets, and other materials as needed.

INFORMATION FOR APPLICANTS

MARIN COUNTY BOARD OF SUPERVISORS’ APPOINTMENT OF REPRESENTATIVE OF THE “POOR AND NEEDY” TO MARIN COMMUNITY FOUNDATION BOARD OF TRUSTEES

The Marin County Board of Supervisors is seeking applicants for a position as a member of the Board of Trustees of the Marin Community Foundation. The position to be filled is designated by order of the court to be “representative of the poor and needy in the County of Marin.” To qualify for the appointment, the applicant must meet the requirements of the Bylaws of the Marin Community Foundation, and will be selected by the Board of Supervisors based upon criteria established by the Board of Supervisors for the appointment.

Applicants should refer to the “CRITERIA FOR SELECTING APPOINTEE REPRESENTATIVE OF THE POOR AND NEEDY OF MARIN TO THE MARIN COMMUNITY FOUNDATION BOARD OF TRUSTEES,” which summarizes the General Qualifications established by the Bylaws of the Marin Community Foundation and states the “Additional Qualifications For ‘Poor and Needy’ Appointee” as established by the Marin County Board of Supervisors.

Applicants for the trustee position that is “representative of the poor and needy” may come from any economic stratum. The criteria established by the Board of Supervisors may be met by applicants who can show the following, by way of the “Supplemental Application for Marin Community Foundation Board of Trustees ‘Poor and Needy’ Representative,” letters attached to the application, and oral interviews:

(1) A DEMONSTRABLE RECORD OF ASSISTANCE TO EITHER THE POOR OR NEEDY.

Applicants should include in the application or in letters attached to the application personal history that demonstrates either of the following:

- (a) Work Experience – whether compensated or volunteer – in which the poor and needy were among the beneficiaries of the applicant’s efforts; and/or
- (b) A record of philanthropy intended to assist the poor and needy. While the applicant need not disclose the amount of prior donations, the applicant should include sufficient information to allow the Board of Supervisors to gauge the applicant’s level of personal commitment to addressing the problems of the poor and needy.

(2) THE ABILITY TO ENHANCE THE MARIN COMMUNITY FOUNDATION’S FUTURE CAPACITY TO ADDRESS THE PROBLEMS OF THE POOR AND NEEDY OF MARIN.

Applicants should be prepared to address this issue both in the application and attached letters, and in an oral interview before the Board of Supervisors, if requested.

Applicants should keep in mind that the terms “poor” and “needy” are not necessarily synonymous. For the purposes of satisfying the criteria for this appointment, applicants may refer to prior service to either or both of the “poor” (those without money) and the “needy” (those in need of societal aid or intervention, regardless of economic status, such as abused children).



MARIN COUNTY BOARD OF SUPERVISORS

CRITERIA FOR SELECTING APPOINTEE REPRESENTATIVE OF THE “POOR AND NEEDY” IN MARIN TO THE MARIN COMMUNITY FOUNDATION BOARD OF TRUSTEES

GENERAL QUALIFICATIONS*

1. **Residence:** primary residence shall be in Marin at time of appointment and continuing during term of service, and for five years prior to time of appointment.
2. **Knowledge:** must have knowledge of educational, cultural, civic, moral, public and other charitable Marin County needs and of public and private institutions serving those needs in Marin.
3. **Reputation:** shall possess desirable personal qualities including intelligence, creativity, integrity, strength of character and good judgment.
4. **Diversity:** shall be representative of a broad spectrum of interests and expertise and have demonstrated sensitivity in dealing with diverse groups of people. In addition, diverse educational and professional backgrounds must be represented on the Board of Trustees.

ADDITIONAL QUALIFICATIONS FOR APPOINTEE REPRESENTATIVE OF THE “POOR AND NEEDY”

1. Have experience being disadvantaged and/or have extensive experience working with and/or for the underprivileged.
2. Have the capacity and ability to be effective on the MCF Board of Trustees in his/her advocacy for the disadvantaged based on having exhibited prior leadership in the community.
3. Have great sensitivity to the needs of the disenfranchised and diverse communities of Marin.
4. Have the ability to articulate the experiences of the poor and needy and advocate on their behalf.
5. Understand the purposes and operations of non-profit organizations and the public and private institutions serving the underprivileged in Marin as well as demonstrate knowledge of the origins of poverty and the effects poverty has on its victims and on society as a whole.

6. See the disadvantaged community as a resource to help inform discussions and decisions of the Foundation.
7. Must make a commitment to serve (fully aware of the time requirements) by attending meetings, taking initiative to learn, grow, read and study, and do site visits as appropriate.

*Established in the bylaws of the Marin Community Foundation.