



COLLEGE OF
Saint Benedict

Expectations of Individual Trustees at the College of Saint Benedict

A college trustee is a community-oriented person who has demonstrated leadership ability and has been selected to serve on the board of trustees. That individual is responsible for working with the other trustees to assure the overall quality of higher education in the institution. The trustee will set higher education policy, is accountable for the fiscal operations of the college and is responsible for long-range planning.

Personal Qualifications

1. Commitment to private liberal arts higher education for women, recognizing that Saint Benedict is such a college, enriched by a Catholic, Benedictine tradition;
2. Knowledge of and interest in the college and its communities and commitment to expanding and developing the college's external community;
3. Capacity to envision from a broad perspective and judge with objectivity;
4. Possession of adequate time for effective involvement;
5. Capability to adapt and apply one's own personal and professional experience to the board's decision-making processes;
6. Capability of confidentiality.

Responsibilities

1. To attend the regularly scheduled board meetings each year, as well as the annual retreat and an occasional additional board meeting. Attend as possible the official and social occasions related to the college's functions: commencement, donor recognition events and others.
2. To contribute to the work of at least one committee of the board: academic affairs, audit, coordinate finance, executive, CSB finance/investment, joint governance, resource development, student development and trusteeship committees.
3. To make financial contributions to the college, according to personal circumstances. The level of a trustee's annual, endowment, and capital gifts to the college should indicate to that individual's peers that the college is a personal philanthropic priority.
4. To promote, through introduction and continuing personal influence, an ongoing relationship between the president and administration and a wide network of influential and/or wealthy persons who have the capacity to promote the interests of the college.
5. To serve as a resourceful ambassador of good will for the college among personal acquaintances and the wider community, promoting knowledge of the college's mission and plans.

Term of Service

Trustees are elected by the members of the corporation to serve three-year terms. Trustees may be eligible for additional service, up to two additional three-year terms, at the recommendation of the Trusteeship Committee based on a mutual rating of performance and interest

Role of the Board of Trustees of the College of Saint Benedict

Board authority and responsibilities are stipulated in ARTICLE IV, Sections 1 and 2 of the College of Saint Benedict By-Laws. The following is offered as a further articulation of how trustees may effectively fulfill their role in governing the institution.

Setting Mission and Purposes

Continual dialogue among president, trustees, faculty, students, alumnae and the educational community should assure that the mission statement accurately reflects the actual operation of the college. Strategic development of long-range plans should be monitored by trustees to assure that decisions are made in accordance with the mission of the college.

Appointing the President of the College

The Board of Trustees defines the responsibilities, determines the extent of authority and evaluates the job performance of the president.

Supporting the President of the College

The Board of Trustees can support the president in leading the college by:

- faithfully attending meetings
- representing the college to the community by discussing significant college developments with friends and associates
- providing opportunities to introduce the president to the external community
- interpreting the pulse of the civic community to the college to ensure that the college is meeting those needs in accordance with the mission.
- supporting the college through personal philanthropy and influencing others to do the same
- assisting the president in fund raising activities

Assessing Board Performance

The Board of Trustees should maintain a process for self-assessment that ensures their continuing commitment to the mission of the college.

Monitoring the Educational and Public Service Programs

The Board of Trustees should ensure that an effective system exists to appoint a qualified faculty and assure that the college's academic enterprises are consistent with mission, strategic planning and financial resources. To assure a positive relationship with the public, the Board of Trustees must be kept informed about public-service initiatives (e.g. town-gown relationships and service projects).

Ensuring Adequate Resources

Trustees are responsible for helping to ensure that the institution has adequate resources to fulfill its missions. They are also expected to provide annual gifts and to support capital campaigns in proportion to their capacity to give. Raising money from graduates and other friends, foundations, and corporations is increasingly important. Trustees should set the example, expect from one another and lead the way.

Ensuring Good Management

The Board of Trustees is responsible for ensuring that the institution's fiscal and managerial affairs are administered with appropriate attention to commonly accepted business standards. Trustees are responsible for establishing financial goals which enable the college to achieve its mission. Institutional budget review and approval, and external audit should assure good fiscal management.

Preserving Institutional Independence

The Association of Governing Boards notes that “voluntary institutional accreditation and volunteer governing boards are the only mechanisms devised thus far that provide a measure of healthy distance between campus and capitol. Independent colleges and universities are chartered by state governments; they are properly expected to operate as a public good and to serve the public interest. And boards of trustees bear a civic responsibility to represent the public and to ensure that their institutions continue to earn the right to maximum freedom from governmental intrusion.” Thus, the role of trustees at the College of Saint Benedict is to assure that the college meets the requirements of professional accreditation.