



BOARD DEVELOPMENT GUIDELINES

The Lock Haven University Foundation Board exists to meet the needs of the community by generating and managing resources for the benefit of Lock Haven University and its students. The Foundation works a great deal with contributions and the law requires that board members therein are present to hold the organization "in trust," to help ensure the needs of our constituents are represented and that funds are spent wisely. Further, because our financial resources are limited, staff must be kept at a reasonable size. Therefore, board members must serve as ambassadors and advocates within the community, augment our resources, and enhance our impact. The importance of an effective board is paramount, and as such, a board development policy is required.

Bylaws

The board will consist of between 15-30 members excluding ex-officio members, and will be elected at the regular annual meeting in October by two-thirds vote. Nominations will be made by the Nominating Committee, or any board member. Vacancies can be filled at any meeting, and those elected will serve for the balance of the unexpired term. All members will serve a term of three years. The Lock Haven University Foundation Board is responsible for the general management of the affairs and business of the Foundation.

Members, other than ex-officio members, may be removed for cause by a two-thirds vote, and a member who is absent three consecutive meetings shall be automatically removed. It is expected that all board members support the Foundation to their ability.

Members shall serve without pay, but may be compensated for work and expenses in special occasions. Each member should use his/her own discretion in determining whether a conflict exists on any issue that comes before the Board.

Recruitment

The Nominating Committee, in partnership with the Executive Director, will keep an inventory of the skill sets of the current board and recruitment will be based on need. All potential board members must complete a board application. Potential members will be voted on based on the bylaws. Once approved, prospective members will be solicited for their services by the Board President and Executive Director. The Board President may name a representative of the current Board to ensure timeliness. Recruited members will be given the opportunity to sit on

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an official University or Foundation committee for at least 3 months to help determine their interest. In addition, potential board members may be invited to attend a regularly scheduled board meeting for this same purpose.

Orientation

All new members will meet with the Board President and the Executive Director to go over a board member job description, asked to rank their top three committee assignments, and be provided a mentor from the current board for at least the first two regularly scheduled board meetings. Each member of the board will sit on one standing committee and ad hoc committees as required.

Stewardship

Board members will be surveyed annually about their board experience. These results will be provided to the Nominating Committee for any necessary action. Board members completing their term will be provided the opportunity to serve as an emeriti, ex-officio member and attend any regularly scheduled board meeting. The Board President will solicit the member for this service and will notify the Nominating Committee and the Executive Director.

Attachments

The Executive Director, acting on behalf of the Chair of the Nominating Committee, will possess the board inventory, board applications, job descriptions, committee assignments, and overall board lists.



BOARD DEVELOPMENT – ORIENTATION GUIDELINES

Per the Board Development Guidelines, an Orientation program is required for new Lock Haven University Board members to ensure that all new Board members can be informed, inspired and proper stewards of the Foundation mission: to generate and manage resources for the benefit of Lock Haven University and its students.”

Recruitment Flowchart

- Potential Board members must complete a board application
- At a regularly scheduled Nominating Committee Meeting, the Committee will vote to recommend new board members (per the Foundation Bylaws) to the full Board for approval
- The Board President, in partnership with the Foundation Executive Director, will discuss the nomination with the candidate
- Pending candidate approval, each candidate will be voted on by the full Foundation Board
- Approved new Board members will be assigned a Board Mentor, a committee, and will meet with the Committee Chair

Orientation Guidelines

Each new Foundation Board member will meet with the Foundation Executive Committee, the Executive Director and Chief Financial Officer and select University leadership to learn more about the Foundation and Lock Haven University. On the day of their first scheduled full Board meeting, they will be scheduled for a campus tour with the Admissions team, and will attend their first Board meeting with their assigned mentor.