

**Duties of Chair
Board of Trustees
McKnight Brain Research Foundation (MBRF)**

- 1. Represent the Foundation in all communications with individuals, organizations and Institutions.**
- 2. Serve as spokesperson**
- 3. Foster relationships with organizations and grant award recipients.**
- 4. Lead the Foundation in monitoring performance and progress of all grant recipients.**
- 5. Manage all communications with the Foundation--both print and electronic.**
- 6. Supervise the execution of work by all outside contract services.**
- 7. Organize meeting agendas and preside at meetings.**
- 8. Perform first review of the minutes of meetings before release for review and approval by the trustees.**
- 9. Serve as first point of contact for all questions from corporate trustee/secretary**
- 10. Act as liaison between the trustees and legal counsel in negotiation of contracts, gift agreements or other legal documents involving the Foundation.**
- 11. Act as liaison between the trustees and the investment manager directly or through the corporate trustee as required.**
- 12. Manage or monitor, in collaboration with the corporate trustee, other business tasks as required, e.g. tax reports, MBRF website, archives, copyright registrations.**
- 13. Monitor compliance with all Gift Agreements, travel awards and grant awards.**
- 14. Implement all actions approved by the Board and perform additional duties assigned by the Board.**
- 15. Lead board member development and succession planning.**