

Duties of the Corporate Trustee/Secretary for the McKnight Brain Research Foundation (MBRF)

1. Appointed as defined and authorized in the MBRF Trust Agreement
2. Interacts with trustees and board chair as necessary via print and electronic communication
3. Interacts with MBRF legal counsel and accounting representatives for tax preparation of the 990-PF, 990-T and 1099-MISC
4. Interact with personnel of the McKnight Brain Institutes (MBI) as necessary
5. Manage all meeting arrangements, including securing meeting location, arranging for meals, arranging for telephones or audio visual equipment as necessary and making trustee hotel reservations
6. Prepare the agenda for all board meetings in consultation with the Chair
7. Assemble and distribute agenda and support materials and information for trustee meeting packages
8. Travel to and attend trustee meetings and site visits
9. Prepares minutes of trustee meetings
10. Uploads information to Foundation's secure website
11. Serve as custodian and provide periodic reports to the trustees on the inventory of the Foundation records and maintain the archives for historical records of the Foundation located at the SunTrust offices, 200 S. Orange Avenue, 10th Floor SOAB, Orlando, FL 32801
12. Act as liaison between the portfolio managers of the Foundation and the trustees and legal counsel
13. Handle capital calls for private equity holdings and liquidation requests for from equity fund managers approved by the portfolio manager
14. Maintain accounts and disburse payments for the Travel Award Program, Bio-Informatics Core and Neuroimaging Core and Cognitive Aging Test Battery Working Group
15. Work with the host institution of the annual Inter-Institutional Meeting: sign contracts, handle deposits and payments for meeting venues, provides guidance as necessary
16. Works with personnel of the MBIs to ensure receipt of Annual Reports every year by 1/15 and distributes to trustees for review
17. Handle payment of trustee compensation, taxes, grant commitments, trustee expense reimbursements, travel award payments, inter-institutional meeting participant reimbursements and other expense reimbursements as required
18. Handle other correspondence and requests for information regarding the affairs of the Foundation
19. Handle other trustee hotel reservations and travel arrangements as necessary and request by the trustees
20. Represent the Board at the meetings of Exponent Philanthropy (formerly the Association of Small Foundations) and other organizations as directed by the Board
21. Perform other responsibilities assigned or delegated by the Board.