

**McKnight Brain Research Foundation (MBRF)**  
**Board of Trustees**  
**Individual Trustee Duties and Responsibilities**

**Duties:** To advise, govern, oversee policy and direction, and assist with the leadership and promotion of the McKnight Brain Research Foundation (MBRF) in support of the organization's vision, mission and goals. As a board member, passion, participation and commitment are vital to the success of the Foundation. A board member's effectiveness will be enhanced by striving to be knowledgeable about the trends and research initiatives in cognitive aging and associated memory loss in the aging.

**Responsibilities: Leadership, Governance and Oversight:**

1. Understand and support the Vision, Values, and Mission of the MBRF.
2. Adhere to the Code of Ethics, avoid or report Conflicts of Interest.
3. Understand and review periodically the Policies and Procedures of the MBRF.
4. Review agenda, financial information, and supporting material in advance of the trustee meetings or committee meetings.
5. Ensure fiscal oversight and integrity with review and approval of the MBRF annual operating budget, major expenditures, investment of funds, and any related financial responsibilities.
6. Provide oversight of the MBRF; monitor and evaluate the effectiveness of funded institutes and programs through a regular review, completed at least on a yearly basis.
7. Serve as an advocate for the MBRF and foster collegial relationships with its institutes and partners, the scientific community, and state and federal officials.
8. Attend and participate in all MBRF trustee meetings – usually four a year – focusing attention on the discussion and matters at hand.
9. Attend and participate as a member of at least two committees of the Board of Trustees.
10. Ensure that each topic on the meeting agenda receives sufficient attention and that communication is collegial and contributes to the effectiveness and cohesiveness of the group.
11. Respond in a timely manner (within 2 business days) to emails from other Trustees or staff regarding ongoing assignments, work of the committees, reviews, reports or voting by email.
12. Identify and share names of individuals with relevant skills and experience to be considered as potential nominees for Trustee positions; and share names of organizations and foundations which may be potential program or funding partners with the MBRF.
13. At the direction of the MBRF Chair, act as representative or spokesperson for the MBRF to partners or other constituencies; take advantage of opportunities to enhance the organization's public image through interviews, content for the MBRF website, presentations, and highlighting your role as a Trustee.
14. Monitor and provide feedback, insights, or direction as requested or needed. Maintain a good working relationship with other Trustees, the Corporate Trustee, the Executive Director and staff and advisors.
15. Participate in setting annual goals for the MBRF, in strategic planning, vision setting, and evaluation efforts.

**Length of Term:** Three (3) years, which may be renewed for additional terms, pending approval of the Board of Trustees, for a maximum of nine (9) years.