

McKnight Brain Research Foundation (MBRF)

Annual Trustee Responsibilities and Commitment Form

Trustee Name _____ Year _____

Vision:

To: "Improve the quality of life through the understanding and alleviation of age-related memory loss."

Value Statement:

- ***Commitment***

The MBRF is committed to its vision to understand and alleviate age-related memory loss, and expects the same of its grant recipients and research partners.

- ***Discovery***

The MBRF values scientific curiosity and discovery leading to clinical intervention in age-related memory loss.

- ***Honesty/Integrity***

The MBRF conducts its affairs with the highest degree of honesty, integrity, and accountability and expects the same of others.

Mission:

Lead in generating interest and support of scientific research to understand and alleviate age-related memory loss.

Inspire commitment and shared vision in the understanding and alleviation of age-related memory loss.

Nurture scientists dedicated to the exploration of innovative research initiatives intended for clinical application in age-related memory loss.

Promote collaboration and communication among research scientists, institutions, and organizations engaged in research in age-related memory loss.

Partner with research scientists, institutions, and organizations to promote research to understand and alleviate age-related memory loss.

Recognize and Reward significant achievement in discoveries leading to clinical intervention to understand and alleviate age-related memory loss.

Code of Ethics

The McKnight Brain Research Foundation is committed to:

- Act honestly, truthfully and with integrity in all transactions and dealings.
- Promote the avoidance of conflicts of interest and commit to the appropriate handling of actual or apparent conflicts of interest in all relationships.
- Treat all grantees fairly and treat every individual with dignity and respect.
- Be a good corporate citizen and to comply with both the spirit and the letter of the law.
- Act responsibly toward the professional communities in which we work and for the benefit of the professional communities we serve.
- Be responsible, transparent, and accountable for all of our actions.
- Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- Endeavor to make policy decisions only after full discussion.
- Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment.
- Encourage the free expression of opinion by all board members, and seek systematic communications among the board members.
- Work with other board members to establish effective board policies and to delegate authority as appropriate.
- Stay informed about pertinent issues by individual study and through participation in programs providing needed information relevant to the MBRF.

Code of Ethics, Continued

- Take no private action that will compromise the Foundation, and respect the confidentiality of information that is privileged under applicable law.
- Monitor and evaluate on a regular basis the MBRF actions and activities.
- Ensure that the resources of the Foundation are responsibly and prudently managed.
- Adopt and monitor spending practices and investment policies which are fair, reasonable and appropriate to fulfill the mission of the Foundation.

I understand my duties and responsibilities as a Trustee are to:

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 the 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 all other staff and advisors.
15. Participate in setting annual goals for the MBRF, in strategic planning, vision setting and evaluation efforts.

I accept the above commitment as an understanding of my role and responsibilities as a member of the Board of Trustees.

Signature _____ Date _____