

ROOSEVELT UNIVERSITY TRUSTEESHIP

The Board of Trustees has the ultimate responsibility for the governance and oversight of the affairs of Roosevelt University, and plays a key role in advancing the University's mission – academically, financially, and in the community. It is essential for each trustee individually and the trustees collectively to understand and embrace the University's mission and to be actively engaged in the life of the University. The individual trustee's commitment to the University should be among the trustee's most important civic and philanthropic involvements.

1. ADVOCACY

Trustees' advocacy is crucial for Roosevelt University's success. Board members will be asked to introduce friends, business and civic connections to the University, assist with recruiting new trustees and help create visibility for the University's mission in the business, philanthropic, governmental and civic communities in Chicago, the region and nationally.

2. PREPARATION FOR AND ATTENDANCE AT BOARD MEETINGS AND COMMITTEE MEETINGS

Trustees are expected to attend all full board meetings, the annual executive leadership retreat, and their assigned committee meetings. Roosevelt has four board meetings per year that are three to four hours each. Most committees meet a minimum of four times per year for a minimum of two hours per meeting. Together, they comprise an expected meeting commitment of twenty-four hours per year, unless otherwise designated by the board. A trustee's term is considered three-years and attendance is one of the factors taken into consideration in the trustee appraisal. If a trustee is unable to fulfill a three-year commitment, it is asked that they consider nominating a replacement.

Recognizing that trustees have very active lives and may be prohibited from attending a meeting in person, virtual participation is also acceptable. It is highly recommended that trustees prepare in advance and fully participate. The board recognizes that individual trustees may have to miss a meeting, but the expectation is that you fulfill your fiduciary responsibilities by being present. Advance notification of a trustee's inability to attend a meeting is requested.

3. PARTICIPATION AND ENGAGEMENT IN SUBSIDIARY OR ADVISORY BOARDS OF THE UNIVERSITY

Roosevelt University has other subsidiary boards and advisory committees including the Board of Directors of the Auditorium Theater of Roosevelt University. These advisory boards, which typically have attendance and other expectations, is encouraged; however, considered an additional commitment above and beyond the trustee roles and responsibilities expressed in this document.

4. PARTICIPATION AT UNIVERSITY EVENTS

A number of University events that are important in the life and culture of the institution take place annually. These include but are not limited to: Commencement, faculty and staff Convocation, Homecoming, the American Dream Conference, the Women's Leadership Council holiday luncheon and the President's State of the University Address. Participation in University events demonstrates support and enthusiasm for the

institution and is an important component of trustee leadership. Attendance, when possible, is highly recommended.

5. ANNUAL GIVING

While the Board of Trustees recognizes that individual trustees have philanthropic interests in addition to Roosevelt University, it also assumes that trusteeship conveys the expectation that the University will be one of the most important charitable and philanthropic commitments of each member of the board.

Giving expectations apply to all public members of the Board of Trustees. Trustees in all other categories are also encouraged to give annually, commensurate with their resources.

In order to assure sound financial planning and a predictable annual funding source for the University's annual operating budget, the Development and Board Governance committee will recommend to the full Board of Trustees a giving goal for each public trustee as part of the annual budgeting process. The Board of Trustees will then approve or adjust this goal appropriately, considering contributions made specifically to either the Annual Fund for Student Success or the General Scholarship Fund, both of which are unrestricted funds, that support the general education purposes of the University.

To facilitate attaining this goal, the Office of University Advancement will prepare personalized giving plans for trustees each year. The vice president of University Advancement will discuss these plans with each trustee, then ask for a verbal and written commitment to be made prior to November 1 of each year.

Each public trustee is asked to give a minimum of \$10,000 each fiscal year of which at least \$5,000 should be designated for support for unrestricted operating expenses, the balance to one of the numerous annual giving funds. Trustees should support Roosevelt generously and advocate on behalf of the University, leveraging professional networks to advance strategic priorities.

6. SPECIAL ADVANCEMENT INITIATIVES AND PLANNED GIVING

On occasion, the Board of Trustees elects to adopt special projects including comprehensive or capital campaigns. Successful campaigns are dependent on both the board's giving and the support of external constituents. Therefore, a vote to establish a campaign assumes all public trustees are agreeing to participate, thereby guaranteeing one hundred-percent participation. It is also asked that trustees consider making a planned or estate gift.

Approved September 28, 2023