



## NEF Trustee

**NEF Trustee:** An elected individual who believes and supports NEF's programs while making informed decisions that advance the operation and administration of the Foundation.

**TERM OF OFFICE:** NEF Trustees are elected to a term of two (2) years. Elections take place at NEF's Mid-Year Board Meeting and term commences at the close of the NAWIC Annual Conference following the election.

### NEF Trustee Responsibilities and Commitments

NEF KNOWLEDGE	BOARD MEETINGS	COMMITTEE MEETINGS	PERSONAL FINANCIAL CONTRIBUTION	FUNDRAISING	PUBLIC RELATIONS
Understand NEF mission, goals and core purpose	Attend all NEF Board meetings - 2 per year Participate in quarterly conference calls	Become a member of at least one NEF Committee	Make a personal financial contribution to NEF on an annual basis	Participate in all of the fundraising activities as a volunteer or participant	Advocate and/or collaborate for NEF programs through outside organizations and schools
Know all NEF programs and services	Missing two (2) consecutive meetings may result in removal from NEF Board	Attend committee meetings, conference calls and special meetings	All travel expenses for Mid-Year and Annual Meetings are the responsibility of the Trustee	Work diligently within your area to encourage financial support of NEF and its programs	Advocate and promote NEF programs at all local NAWIC functions
Represent NEF at all NAWIC events	Read all materials submitted in preparation for meetings	Communicate via email or phone effectively to complete business	Contribute/donate to enhance fundraising efforts	Share information on grants and special projects funding	Promote all fundraising activities within and outside NAWIC
Help and guide regional liaisons, fundraisers and chairs at local NAWIC meetings.	Ask questions if you do not understand information presented				
Read NEF Bylaws and past meeting minutes	Familiarize yourself with NEF budget and financial statements				