

**Marin County Board of Supervisors
Application for Appointment to the
MCF Buck Family Fund Board of Trustees,
Representative of the Poor and Needy**

The Marin County Board of Supervisors welcomes your interest in this appointment, one of two that it makes to the Marin Community Foundation's Buck Family Fund Board of Trustees. **This application has several important documents attached (listed below) that we urge you to read and carefully consider before filling out this application. These documents outline specific qualifications that must be met in order to be considered as a candidate for trusteeship.**

The deadline for submitting applications is 5:00 p.m. Friday, September 21, 2018. Please submit to the Clerk, Marin County Board of Supervisors (address listed below). Thank you for your interest in applying for this position.

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| <p>Attachments To Read:</p> <ul style="list-style-type: none"> • MCF Buck Family Fund, Trustee Responsibilities and Qualifications (2 pages) • Information For Applicants (1 page) • Marin County Board of Supervisors, Criteria for Selecting Appointee Representative of the Poor and Needy in Marin To the MCF Buck Family Fund Board of Trustees (2 pages) |
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Background Information:

Name: _____

Home Address: _____

City/Town: _____ Zip: _____ Telephone: _____

You must meet all of the following minimum qualifications (Part I) established in the Marin Community Foundation's Bylaws in order to serve as a Trustee.

Part I. Qualifications for Trusteeship.

Please answer each of the following 3 questions.

- Yes ___ No ___ 1. Primary residence is and has been in Marin for the past five years.
- Yes ___ No ___ 2. Primary residence will be in Marin during the four-year term of service on the Board of Trustees of the MCF Buck Family Fund.
- Yes ___ No ___ 3. Ability to make the commitment of time to serve by (for example) preparing for and attending Board meetings, events, and site visits, etc. (Refer to MCF Buck Family Fund, Trustee Responsibilities and Qualifications.)

<p>If you have answered "No" to any of the questions above, you do not qualify for this position. However, we urge you to contact the Clerk of the Board at 473-7331 to find out about other ways to serve the community on our County boards and commissions.</p>
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Applicant Name: _____

Please read all attachments (listed above) before answering these questions. Answer the following questions and attach additional pages, if needed.

Part II. Questions.

1. Briefly describe your employment and educational background.

2. What is your understanding of how nonprofit organizations, public and private institutions work together to serve low-income people and those in need in Marin County?

Applicant Name: _____

3. Please describe any experience you have serving on any of the following and the reasons why you believe this service makes you a strong candidate as a representative of the poor and needy of Marin County:

- ◆ the board of a nonprofit or community organization,
- ◆ a local (elected or appointed) board or commission,
- ◆ leadership experience in the community, schools or business, or
- ◆ any other volunteer experience, especially with organizations serving low-income children, families, adults or elders in Marin.

4. In your own handwriting, please describe what kinds of skills, abilities, talents, or experience you have which you think would be of benefit to the MCF Buck Family Fund Board of Trustees?

Applicant Name: _____

5. Please indicate any other information that would assist the Board in considering your application for appointment as a representative of the poor and needy on the MCF Buck Family Fund Board of Trustees?

Signature: _____ Date: _____

Thank you for submitting your name and application for consideration.

Please submit your application by 5 p.m. September 21, 2018, to:
Clerk, Marin County Board of Supervisors
Marin County Civic Center, Room 329
San Rafael, CA 94903
For information call: 415-473-7331
Fax: 415-473-3645

BUCK FAMILY FUND of MCF

Trustee Responsibilities and Qualifications

I. Appointment of Trustees

Appointment of trustees for the Buck Family Fund of MCF (BFF) is made according to a long-established protocol. This protocol specifies five Appointing Authorities to fill six of the Board's seats, in addition to the Board's responsibility to fill the remaining three seats itself:

- Family of Dr. and Mrs. Leonard Buck (1)
- Center for Volunteer & Nonprofit Leadership (1)
- Marin County Board of Supervisors (2)
- Marin Interfaith Council (1)
- President of the University of California (1)
- Buck Family Fund of MCF Board (3)

All trustees must have been a Marin County resident for at least five continuous years preceding their appointment to the BFF Board, and must maintain such residence throughout their tenure on the Board.

The BFF Board benefits from diversity in its composition. This includes diversity of gender, sexual orientation, ethnic and racial background, and life experience. When considering new appointments, appointing authorities are encouraged to examine the membership of the current Board with these factors in view.

II. Qualification for BFF Trusteeship

- 1) A Trustee should have a reputation in the Marin community as a person of intelligence, integrity, skill, experience, and good judgment in community matters. He or she should be perceived as a person of strength and wisdom, able to handle the pressures of a highly visible assignment, and committed to principled decision-making on behalf of the community.
- 2) The Trustee should be comfortable interacting with residents of all geographic areas of the county, and with all population groups including youth, aged, minorities and disabled.
- 3) Consistent with state law and best practice, each Trustee, once appointed, has overall duty and responsibility solely to the Foundation, rather than serving as a representative of a particular appointing authority.
- 4) It is indispensable for Trustees to have a caring and compassionate view of the community, with empathy and a sense of concern for all its residents.

- 5) The BFF Board seeks Trustees who have significant familiarity and interest in Marin community affairs. At the same time, Trustees must be able to relate events and circumstances in Marin County to the larger world beyond, since problems faced by the local community are often shared with the region, state, and nation.
- 6) Those who desire to serve on the BFF Board must be willing to accept the workload this assignment imposes. Trustees meet as a full Board for approximately three hours once per month, for nine months of the year. Trustees will be asked on occasion to serve on committees which necessitate periodic additional meetings; attend various community affairs; and read and review Board mail, grantmaking and policy dockets, and other materials as needed.

III. Professionalism and Teamwork

In addition to the above responsibilities and qualifications, BFF Trustees:

- Maintain confidentiality among Board members, with Staff, and throughout the larger community.
- Are familiar with and follow all policies and procedures.
- Treat everyone with fairness.
- Recognize and honor the individual skills and experience of each Board member.
- Ensure that proactive, creative, cross-functional thinking is provided in order to enhance the quality of problem-solving and decision-making.
- Possess the ability to listen, analyze, think clearly and creatively, and work well with people individually and in a group.
- Demonstrate honesty and sensitivity to differing views; a friendly, responsive, and patient approach; community-building skills; personal integrity; and a developed sense of values.
- Use a collaborative style with Board, President & CEO, Staff, and larger community to achieve organizational goals and support individual objectives consistent with those goals.
- Demonstrate ability to work well with others and maintain a safe, trusting environment among Board members, with Staff and larger community.

INFORMATION FOR APPLICANTS

MARIN COUNTY BOARD OF SUPERVISORS' APPOINTMENT OF REPRESENTATIVE OF THE "POOR AND NEEDY" TO MCF BUCK FAMILY FUND BOARD OF TRUSTEES

The Marin County Board of Supervisors is seeking applicants for a position as a member of the Board of Trustees of the MCF Buck Family Fund. The position to be filled is designated by order of the court to be "representative of the poor and needy in the County of Marin." To qualify for the appointment, the applicant must meet the requirements of the Bylaws of the Marin Community Foundation, and will be selected by the Board of Supervisors based upon criteria established by the Board of Supervisors for the appointment.

Applicants should refer to the "CRITERIA FOR SELECTING APPOINTEE REPRESENTATIVE OF THE POOR AND NEEDY OF MARIN TO THE MCF BUCK FAMILY FUND BOARD OF TRUSTEES," which summarizes the General Qualifications established by the Bylaws of the Marin Community Foundation and states the "Additional Qualifications For 'Poor and Needy' Appointee" as established by the Marin County Board of Supervisors.

Applicants for the trustee position that is "representative of the poor and needy" may come from any economic stratum. The criteria established by the Board of Supervisors may be met by applicants who can show the following, by way of the "Supplemental Application for MCF Buck Family Fund Board of Trustees 'Poor and Needy' Representative," letters attached to the application, and oral interviews:

(1) A DEMONSTRABLE RECORD OF ASSISTANCE TO EITHER THE POOR OR NEEDY.

Applicants should include in the application or in letters attached to the application personal history that demonstrates either of the following:

- (a) Work Experience – whether compensated or volunteer – in which the poor and needy were among the beneficiaries of the applicant's efforts; and/or
- (b) A record of philanthropy intended to assist the poor and needy. While the applicant need not disclose the amount of prior donations, the applicant should include sufficient information to allow the Board of Supervisors to gauge the applicant's level of personal commitment to addressing the problems of the poor and needy.

(2) THE ABILITY TO ENHANCE THE MCF BUCK FAMILY FUND'S FUTURE CAPACITY TO ADDRESS THE PROBLEMS OF THE POOR AND NEEDY OF MARIN.

Applicants should be prepared to address this issue both in the application and attached letters, and in an oral interview before the Board of Supervisors, if requested.

Applicants should keep in mind that the terms "poor" and "needy" are not necessarily synonymous. For the purposes of satisfying the criteria for this appointment, applicants may refer to prior service to either or both of the "poor" (those without money) and the "needy" (those in need of societal aid or intervention, regardless of economic status, such as abused children).



MARIN COUNTY BOARD OF SUPERVISORS

CRITERIA FOR SELECTING APPOINTEE REPRESENTATIVE OF THE "POOR AND NEEDY" IN MARIN TO THE MCF BUCK FAMILY FUND BOARD OF TRUSTEES

GENERAL QUALIFICATIONS*

1. **Residence:** primary residence shall be in Marin at time of appointment and continuing during term of service, and for five years prior to time of appointment.
2. **Knowledge:** must have knowledge of educational, cultural, civic, moral, public and other charitable Marin County needs and of public and private institutions serving those needs in Marin.
3. **Reputation:** shall possess desirable personal qualities including intelligence, creativity, integrity, strength of character and good judgment.
4. **Diversity:** shall be representative of a broad spectrum of interests and expertise and have demonstrated sensitivity in dealing with diverse groups of people. In addition, diverse educational and professional backgrounds must be represented on the Board of Trustees.

ADDITIONAL QUALIFICATIONS FOR APPOINTEE REPRESENTATIVE OF THE "POOR AND NEEDY"

1. Have experience being disadvantaged and/or have extensive experience working with and/or for the underprivileged.
2. Have the capacity and ability to be effective on the MCF Buck Family Fund Board of Trustees in his/her advocacy for the disadvantaged based on having exhibited prior leadership in the community.
3. Have great sensitivity to the needs of the disenfranchised and diverse communities of Marin.
4. Have the ability to articulate the experiences of the poor and needy and advocate on their behalf.
5. Understand the purposes and operations of non-profit organizations and the public and private institutions serving the underprivileged in Marin as well as demonstrate knowledge of the origins of poverty and the effects poverty has on its victims and on society as a whole.

6. See the disadvantaged community as a resource to help inform discussions and decisions of the Foundation.
7. Must make a commitment to serve (fully aware of the time requirements) by attending meetings, taking initiative to learn, grow, read and study, and do site visits as appropriate.

*Established in the bylaws of the Marin Community Foundation.