



**TRUSTEE SERVICE AGREEMENT:**

**PCMA Foundation Board Service Agreement**

*The PCMA Foundation supports PCMA by driving innovation and learning for the global meetings community.*

As a Trustee of the PCMA Foundation, I am fully committed and dedicated to PCMA and the PCMA Foundation mission. I pledge to carry out this mission. I understand that my fiduciary duties and responsibilities include the following:

1. I will actively support the mission and the strategic plan of the organization. I am responsible, with other Trustees, for the fiscal health of the Foundation. I will be familiar with the Foundation’s budget and take an active part in reviewing, approving, and monitoring it.
2. I understand my legal and fiduciary responsibilities for the Foundation and those of my fellow Trustees including maintaining the confidentiality of all Foundation matters.
3. I will be guided by the bylaws and policies of the organization and follow the Board’s values and guiding principles.
4. I will actively engage in fundraising activities for the Foundation. These activities include influencing or participating at an appropriate level in at least one of the following fundraising activities:
  - a. Dinner Celebrating Professional Achievement
  - b. Silent Auction
  - c. Partnership Summit
  - d. Party With a Purpose
  - e. Other activities as developed by the Foundation
5. I will give a minimum \$500 annual personal financial contribution to the Foundation Giving program. I may give this as a one-time donation each year, or I may pledge to give a certain amount several times during the year. This contribution is in addition to any Legacy Society commitment.
6. I will actively advocate for and promote the Foundation.
7. I will make every effort to attend the Board meetings, be available for phone or email consultation, serve on at least one committee, subcommittee or task force, and serve as a liaison to a PCMA Chapter, if asked.
8. I will support PCMA as an organization by attending at least one of the two major face to face events, Convening Leaders or the Education Conference.
9. I will recommend ideas to support the key initiatives of the Foundation to include research and education suggestions along with ways to enhance and promote scholarships.
10. In signing this document, I understand that (with the exception of giving) no quotas are being set, that no rigid standards of measurement and achievement are being formed.
11. If I am not able to meet my obligations as a Trustee, I will offer my resignation.

Full Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Trustee)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
(Board Chair)

Date \_\_\_\_\_

**Board and Committee Support**

- Current Directors & Officers Liability Insurance will be maintained by the PCMA Foundation
- Travel and Expense reimbursement