



Alpha Kappa Psi Foundation

Description: The [Alpha Kappa Psi Foundation](#) was established in 1951 as a public, charitable and educational foundation. Its mission is "Providing resources for enhancing the educational experience of future business leaders."

Position: Alpha Kappa Psi Foundation **Start Date & Term:** [January XX, 20XX]
[January XX, 20XX]

Position Description:

Foundation Directors are responsible for overseeing and enhancing the Alpha Kappa Psi endowment, and ensuring that all funding is appropriately utilized, managed and distributed. In addition all directors are responsible for assisting with developing and enhancing the size of foundation funding, and are required to support the associated tasks related to this task.

Responsibilities Associated with All Directors:

- Foundation Directors are expected to attend two in person meetings annually (Locations to be defined by the Foundation Board of Directors.) Each director will be expected to fund the expense for both trips, but expenses can be submitted as a gift-in-kind (tax deductible) and counted toward director donation expectation. If a director cannot attend one or both of the meetings prior notification (30 days) must be provided to the chairman of the board except in the situations of emergency or weather conditions.
- Foundation Directors are expected to attend regularly scheduled Foundation Board of Director conference calls (Time and date for each call will be defined by the Foundation Chairman of the Board.) If a director cannot attend one of the meetings prior notification must be provided to the chairman of the board.
- A donation level of \$1500 must be given annually either as a monetary donation or as a gift-in-kind, with a minimum of \$1000 of the donation being monetary. If a director is unable to accomplish this goal due to a financial hardship this should be coordinated with the chairman of the board.
- The Alpha Kappa Psi Foundation consists of working board members who will be expected to take on additional tasks above and beyond the general tasks specified in this document. These tasks will be associated with the foundation's mission and strategic objectives and will strive to maximize upon the individual Foundation Director's skill sets.
- All directors have a responsibility to assist with the managing and development/enhancement of the foundation fund, and should anticipate being involved with activities associated with increasing the foundation's endowment. This the primary responsibility for which the Foundation Board exists and will be the focus of most activities.
- In addition to attending in person board meetings and conference calls, Foundation Directors are expected to attend and support at a minimum the following Alpha Kappa Psi events: Alpha Kappa Psi Bi-annual Convention, at least one (1) Principled Business Leadership Institute, and/or relevant regional activities.
- All directors are required to provide volunteer support for at least two (2) hours at the Alpha Kappa Psi Bi-annual Convention.
- In order to maintain the quality of the Foundation Board and assure that all board positions are occupied, each director is expected to assist with board recruitment and the recruitment of talented individuals to assist with Foundation Board activities.
- On average, a Foundation Board Director is expected to support the foundation about 10 hours a month. During some points in the year, this average is typically significantly higher. The specifics of this can be discussed with the candidate.

Term Length: 3 years

Term Dates: [January XX, 20XX]
[January XX, 20XX]

Foundation Board of Directors' Statement Policy and Qualifications:

The ultimate responsibility for the satisfactory investment performance rests with the Board of Directors of Alpha Kappa Psi Foundation. This responsibility is best exercised by managing the investment manager rather than being the investment manager. The expertise involved in the determination of investment strategy and security selection must lie with the manager and not with the board.

The Board of Directors will best exercise its responsibilities by:

- Setting guidelines and objectives as stated herein,
- Selecting qualified managers,
- Communicating closely with those responsible for investment results,
- Monitoring performance to ensure that policy guidelines are adhered to and objectives are being met, and
- Taking appropriate action if objectives are not being met.
- The board of directors may form an Investment Committee to assist in the performance of the above-outlined duties.

**Note: Quoted Directly from the Foundation Board of Directors' Statement of Policy*

Qualifications:

- A proven track record and/or a strong desire to support Alpha Kappa Psi and the mission and goals of the Alpha Kappa Psi Foundation
- A strong capacity to work independently as well as with a team
- Goal oriented
- Strong communication skills
- A team player with strong inter-personal skills.
- An ability to travel
- Fluency in English both written and oral is essential

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