



The California Preservation Foundation

An Introduction to the Board of Trustees

This document provides you with basic information about what the California Preservation Foundation (CPF) requires from the members of its Board of Trustees. If you have any concerns about your ability to commit the required time, attend scheduled meetings, or comply with these requirements, please feel free to contact the Board Development Committee or the Executive Director to discuss your concerns.

SELECTION PROCESS

- Individuals may nominate themselves or other individuals by completing and submitting a Board Nomination Form prior to the submission deadline.
- Trustees and staff may encourage individuals who have demonstrated leadership skill and commitment to CPF's values to submit a Board Nomination Form.
- Members of the Board Development Committee and staff will review and discuss the submitted Board Nomination Forms.
- Members of the Board Development Committee or the Executive Director may contact a nominee to discuss the nominee's interest or to request additional information.
- If the Board Development Committee and a nominee decide to proceed with formal nomination of the individual to the Board, the nominee will be submitted to the full Board for approval. Once approved, the nominee's name will be added to the slate of candidates to be submitted for election by the members at the next Annual Membership Meeting. Notice of the slate is sent to all members one month in advance of the Annual Membership Meeting.
- If a vacancy occurs on the Board between Annual Membership Meetings, the Board Development Committee may identify and nominate an individual to be appointed by the Board to serve for the remainder of the departing Trustee's term or until the next Annual Membership Meeting.

TERM OF OFFICE:

Trustees are elected at the Annual Membership Meeting for a three (3) year term. Trustees may serve a maximum of two (2) terms. If a Trustee is appointed by the Board to fill a vacancy, the Board will determine whether that Trustee shall serve for the remainder of the departing Trustee's term or until the next Annual Membership Meeting.

ORIENTATION SESSIONS

There will be at least one orientation session held in the morning immediately before the Board's annual organizational meeting in July. Attendance is mandatory for all new Trustees. The Board Development Committee may arrange other orientation sessions as needed.

APPROACH TO GOVERNANCE

Briefly stated, the Board's role is to ensure that CPF establishes and maintains the trust of its constituents and the community by being clear in its mission, prudent and ethical in its activities, and accountable for its actions. The Board's meetings focus on planning, policymaking, and assessing CPF's progress.

MISSION AND GOALS

The California Preservation Foundation provides statewide leadership, advocacy, and education to ensure the protection of California's diverse cultural heritage and historic places.



CPF is currently governed by its fifth Strategic Plan, which outlines its goals and vision through 2025. The Plan is available online. The Plan is continuously reviewed and updated as needed.

TRUSTEES' CODE OF BEHAVIOR

The Board of Trustees has adopted a Code of Conduct for Trustees. All Trustees are expected to sign the Code of Conduct and adhere to its policies.

FUND RAISING

All Trustees are required to be members of CPF in good standing at the Patron (\$500 minimum annual contribution) or Benefactor (\$1,000 minimum annual contribution) level. All Trustees are expected to undertake the fundraising responsibilities outlined in the Board Fundraising Responsibilities Policy, and to sign a Fundraising Commitment Form.

TIME REQUIREMENTS: BOARD MEETINGS

Trustees are expected to participate in at least five (5) meetings per year: four (4) quarterly Board meetings, and the Annual Membership Meeting. The quarterly Board meetings are typically full-day meetings held on Fridays. Two meetings are held in person -- one in Northern California and one in Southern California -- and two meetings are held via video conference call. The Board meeting schedule for the year is set at the Board's annual organizational meeting in July. The Annual Membership Meeting takes place in April, May, or June, either in person at the California Preservation Conference or via video conference call. **If this schedule may pose a problem for you, please advise the Board Development Committee or the Executive Director.**

TIME REQUIREMENTS: COMMITTEE MEETINGS

All Trustees are expected to serve on one or more committees. Committees meet at the pleasure of committee members to accomplish specified tasks by established deadlines. Attendance is essential for the committees to do their work. Trustees are expected to devote six (6) to ten (10) hours per month to committee meetings, orientation sessions, and special events, including preparation time. CPF accomplishes most of its work through committees, and cannot act effectively without the full participation of its Trustees and general members.

OTHER TIME REQUIREMENTS

- California Preservation Conference and Annual Membership Meeting: The annual California Preservation Conference typically spans four (4) days in April, May, or June. The Annual Membership Meeting, which includes the presentation of the annual report, election of trustees, special recognition for retiring trustees, and service awards, takes place in person during the conference, or after the conference via video conference call. All Trustees are expected to attend this meeting.
- Social Events: The Board usually sponsors one or two social events each year, typically in conjunction with Board meetings, where Trustees, staff, and friends of the organization can interact.
- Strategic Planning: The Board periodically holds meetings, which may include a daylong retreat each year, to review and update the Strategic Plan.