MARIN INTERFAITH COUNCIL

Guidelines

For the 2018 Appointment of a Trustee
To the Board of Trustees of the Marin Community Foundation’s Buck Family Fund

Marin Interfaith Council Mission Statement
The Marin Interfaith Council is a respectful collaborative – celebrating faith traditions, advocating justice and building community.

Background
Founded in 1982, the Marin Interfaith Council (MIC) is a respectful collaborative – celebrating faith traditions, advocating justice and building community. MIC’s partners include over 52 congregations, 8 religious organizations, and 19 nonprofits. MIC Celebrates Faith Traditions by engaging the important questions of life. MIC cultivates community discussion of values and appreciation of different beliefs through educational and experiential programs for the public. MIC Advocates Justice by mobilizing congregations, nonprofits, and faith based organizations around issues that affect the community. Our programs model constructive dialogue and Build Community between individuals (religious and nonreligious), congregations, and nonprofit organizations.

Marin Community Foundation’s Buck Family Trust
The mission of the Marin Community Foundation (MCF) is to encourage and apply philanthropic contributions to help improve the human condition, embrace diversity, promote a humane and democratic society and enhance the community’s quality of life, now and for future generations.

The Buck Family Fund is one of the MCF’s Family Supporting Organizations. The goal of MCF’s Buck Family Fund (BFF) is to create equity of opportunity for every resident of Marin. Four key themes have been identified that are central to addressing current inequities: education, health, economic opportunity, and environment. All discretionary grants benefit the residents of Marin County (unlike grants from the Foundation’s donor-advised funds, which support efforts both locally and in communities around the world).

Background
As part of the settlement agreement reached by the Superior Court establishing the Marin Community Foundation (MCF) in 1986, MIC was designated by the Court to make a single appointment on a schedule established by trustees and agreed to by the Court. That appointment now to serve as a trustee for the Buck Family Fund. The Court’s choice of MIC as an appointing authority recognized the significant contributions of Marin’s faith communities; and the religious element in the charitable intent of Mrs. Beryl Buck as stated in the terms of her bequest and evidenced by her life and commitments. The structure, scope, and purposes of MCF honors her religious commitments and her recognition that religious institutions play a vital role in strengthening the moral base of the larger community, instilling compassion; and both inspiring and supporting actions benefiting the County, and on behalf of the “poor and needy.”

I. Responsibilities of the Board of Trustees

1. The Board of Trustees serves as distribution Trustee for the Leonard and Beryl H. Buck Trust.
2. The Board’s governing and fiduciary responsibilities include grant making and community outreach.

3. Trustees meet as a full Board approximately once per month (9 times a year). Trustees may also be asked to attend annual retreats. Each meeting requires about an hour of reading in advance. In addition, Trustees serve on committees which necessitate additional meetings, attend Foundation-sponsored events and other community affairs; make occasional site visits to grantees; attend conferences and review literature in the philanthropic field; read and review Board mail, grant making and policy dockets and other materials as needed.

4. Once appointed, the Trustee has fiduciary responsibility to the BFF.

II. Responsibilities of the MIC Appointee

1. It is highly desirable that the appointee of MIC shall be an active religious leader (professional or lay) or actively involved in their faith community. The appointee shall honor the stated goals and purposes of both MIC and MCF’s BFF as follows:
   a. To be an informed and strong advocate for religion, conscience, spiritual disciplines and practices, and faith communities and their leaders;
   b. To support MCF’s BFF policies, programs and grant making that foster interfaith understanding, respect, and cooperation;
   c. To encourage the role of religion and conscience in matters of social justice and programs that address the needs of the greater community;
   d. To assist in the creation of cooperation between MIC and/or its partners and government, social and health care services, other non-profits, and MCF’s BFF; and

2. The appointee does not represent MIC or any of its individual constituent partners, and is free to conduct the work of a BFF Trustee informed but not bound by MIC advice.

3. The appointee will meet at least annually with the MIC Board of Directors for the purposes of: (a) reporting on MCF’s BFF advocacy of religion, conscience, and ethics in honoring the stated goals and purposes of MIC and MCF’s BFF, (b) encouraging MIC’s support of the mission of MCF’s BFF, and (c) maintaining open and honest lines of communication between MIC and MCF’s BFF.

4. The appointee of MIC may be elected to two complete four-year terms as a trustee. See below for process of potential re-appointment for a second term.

III. General Expectations of the Appointee

In addition to the qualities enumerated in the Responsibilities section listed above, the appointee shall:

1. Be a Marin County resident for at least five continuous years preceding appointment as required by the MCF By-Laws.

2. Demonstrate an active participation in and commitment to MIC.

3. Have a reputation in Marin County as a person of intelligence, integrity, skill, experience, candor, honesty, 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. He or she should value learning, debate, and demonstrate a willingness to engage challenging issues.
4. Hold a caring and compassionate view of the community and embody empathy for those being served by MCF’s BFF. The responsibility of Trustees conferred by MCF’s mission “… to help improve the human condition and to enhance the quality of life of the community …” requires a sense of empathy for and concern about the community, and working knowledge of the resources that the faith-based institutions of the community bring to the matters before MCF’s BFF.

5. Demonstrate a commitment to the BFF goal to “create equity of opportunity for every resident of Marin”.

IV. MIC Rules for the Appointment Process

An individual may self-nominate or a religious organization may nominate an individual as a candidate for MIC’s appointee to MCF’s BFF. All candidates must provide at least three letters of reference, including at least one from a religious organization in Marin.

V. Procedures and Time Line for Nominations and Appointment

1. The term of appointment for a Trustee is four years. The term may be renewed once.

1. The MIC Board of Directors will name a Trustee Search Committee (MIC-TSC) comprised of five (5) persons: three (3) from the current MIC Board and two (2) from the MIC membership. The MIC Executive Director will serve as an ex-officio member of the MIC-TSC.

2. When an incumbent is eligible for re-appointment to another term:
   a. The MIC-TSC shall notify the incumbent of his/her eligibility for another term and, if s/he is interested, ask him/her to submit a letter to the MIC-TSC expressing interest and stating the reasons for re-appointment and reviewing her/his accomplishments during the period of appointment.
   b. The MIC-TSC shall review the letter of interest and schedule an interview.
   c. Based on a review of the incumbent’s interest, accomplishments, and intentions, the MIC-TSC will make a recommendation to the MIC Board for reappointment or, if the incumbent does not gain a majority vote for re-appointment, the MIC-TSC will recommend opening the process for additional nominees (See below.)
   d. The MIC Board will take action on the recommendation:
      1. If at least 2/3 of the Board recommends renewing the appointee for another four-year term, the candidate will be informed, and MCF’s BFF will be notified. If an incumbent Trustee is re-appointed, s/he is bound by the terms of the current MIC guidelines. The MIC-TSC will be thanked for its work and dissolved.
      2. If the Board recommends opening the process for additional nominations, the candidate will be informed, and the MIC-TSC will proceed to the process below.

3. When there is no incumbent or when the Board does not recommend the incumbent for another term:
   a. Not less than ninety (90) days before the expiration of the current trustee’s term, the MIC Board shall notify its constituents of the appointment process, MIC Guidelines and that written nominations will be received for thirty (30) days.
   b. An individual may self-nominate or a religious organization may nominate an individual as a candidate for MIC’s appointee to MCF’s BFF. All candidates must provide at least three letters of reference, including at least one from a religious organization in Marin.
c. At the end of the 30-day period the MIC-TSC shall begin reviewing all nominations.

1. Any nomination that does not conform to the requirements of MIC or fails to meet any Trustee standards established by MCF will not move forward.

2. The MIC-TSC shall vet nominees, interview finalists, and then recommend and submit at least one qualified candidate to the MIC Board of Directors.

3. The MIC Board will consider the nomination of the candidate recommended by MIC-TSC:
   a. The Board will select the appointee with a 2/3 majority vote of the MIC Board members present, inform both the new appointee as well as any other candidates, inform MCF’s BFF, and inform MIC’s constituents.
   b. The selected nominee is bound by the terms of the current MIC guidelines.