

# **General Requirements**

## **Town and Gown of USC Board of Directors**

**Vision Statement:** Town and Gown of USC enriches the university and the lives it touches.

**Mission Statement:** Town and Gown of the University of Southern California is a non-profit philanthropic organization whose purpose is to support USC through scholarships for students, building and campus enhancements, and cultural programs.

### **General Requirements:**

- Mandatory membership in Town and Gown of USC for two years prior to Board service
- Perform the duties and responsibilities of the Board position as defined in the Position Description
- Comply with Bylaws and Policies and Procedures; maintain confidentiality, philanthropic involvement and mission focus
- Participate in the Succession Planning Program by identifying and recruiting potential replacements for their position
- Devote the amount of time required to fulfill the functions and obligations of the Board position held
- Maintain computer literacy commensurate with duties of the position
- Be a results-oriented manager, able to convey enthusiasm and to keep committee members working effectively
- Check personal email on a daily basis and address communications received from Town and Gown of USC Directors and Members.
- Provide a monthly written report for the Consent Agenda of the Board Meeting
- Read Board Consent Agenda and Minutes when received and be prepared to enter into Board discussions regarding the business of the organization
- Demonstrate ongoing knowledge of the annual budget, variances, and actions needed
- Attend the nine regular Board Meetings which are generally held on the fourth Tuesday of the month from September through June (with the exception of December), and the seven General Luncheon Meetings which are generally held on the first Tuesday of the month, from October through May
- Attend as many as possible of the following Town and Gown of USC sponsored and co-sponsored events (i.e., Women's Conference, USC Day of Service, Scholars' BBQ, Spring Benefit, and other fund-raisers that may be scheduled)
- Compile and submit an Annual Report by the June Board Meeting
- Serve as an Ambassador with the membership, university, and the community