Hoover Presidential Foundation

Qualities and Characteristics Desired of Board Trustees

Policy Approved by Board of Trustees January 23, 2015

The following are qualities and characteristics for consideration for nominating Hoover Presidential Foundation Trustees:

1. *Passionate about President Hoover*: Individuals who are philosophically familiar with and sympathetic to the values and principles of President Herbert Hoover, and who enthusiastically spread his legacy within Iowa, across the United States and beyond.

2. *Financial Means*: Individuals who are capable of robust financial support to the Hoover Presidential Foundation's capital fundraising efforts for the Herbert Hoover Presidential Library and Museum, Hoover Historic Site and to the significant ongoing financial needs of the HPF. Trustees are expected to donate a minimum of $1,000 annually.

3. *Uncommon Ability:* Individuals of unusual talent whose professional skills can offer specific expertise to the HPF.

4. *Influencers:* Individuals of uncommon influence within Iowa or beyond who are excited to offer their time and relationships to further the HPF mission.

5. *Geographic Distribution:* Individuals that help the HPF board representation grow within the state of Iowa, across the United States, and even internationally.

6. *Connected or Connector:* Individuals who will connect the Hoover Presidential Foundation to financial resources, relevant influencers, deep thinkers, and to others whose support of the HPF mission is deemed valuable by the Board of Trustees.

7. *Dedication:* Individuals who are available to dedicate their time to HPF for quarterly board meetings, in person or by phone, and who will participate actively in committees and activities on the Hoover Campus in West Branch, Iowa.

Process in Petitioning to become a Trustee:

Hoover Presidential Foundation Bylaws state:

4.03 Election At any meeting of the Board of Trustees, new members may be elected to membership on the Board of Trustees as determined by the number of vacancies. The proposed member will be recommended by a current Board Member, with a letter of reference outlining the Trustee's reasons for recommending the proposed member. Election to membership on the Board of Trustees shall be by secret ballot and require a majority vote of those Board Members present at a meeting of the Board of Trustees.

In addition to the Bylaw, the Board of Trustees recommends (but is not required) the following process to becoming a Trustee, so both the prospective Trustee and the Board of Trustees mutually understand the expectations of a Hoover Presidential Foundation Trustee:

1. Once someone has expressed interest in becoming a prospective Trustee, the Executive Director will send information, including this document and the 3 page Petition form.
2. The next step, undertaken by the prospective Trustee would be to submit the Petition form and documentation requested.
3. Invite prospect in for a pre-membership visit to board meeting or event (to get to meet them, and know them).
4. After the visit, and the form and documentation has been received, the Committee on Trustees meets for consideration of the candidate, and evaluates how the candidate matches up with qualities and characteristics desired, and any special needs by the Board at that time.
5. If the Committee determines it meets qualifications desired, the Executive Director sends a packet of information consisting of: the Mission & Vision Statement, Bylaws, Last Audited Financial Report, Roster of Trustees, and Board Minutes from the previous 12 months, the last issue of the American Road, the latest Strategic Planning document, and the latest updates sent out by the Executive Director.
6. Meet with Executive Director (either in person, or by conference call)
7. Interview with Committee on Trustees (either in person, or by conference call)
8. Committee on Trustees reports to the Board.
9. Board Votes on prospect.