For a century and a half, Loyola University New Orleans has benefited from the devotion, service and contributions of thousands of alumni and friends. From this broad constituency, a relative handful of individuals have been asked to assume the special responsibility and honor of serving as Trustees. The performance of those invited to serve in this capacity is directly related to the University’s continued vitality and strength. Thus, it is essential that individuals who are invited to serve as Trustees understand the responsibilities they are agreeing to fulfill.

Members of the Board of Trustees of Loyola University serve as ultimate fiduciaries in their oversight of institutional affairs in accord with the University’s charter, bylaws, mission, and institutional plans. In serving in this critical capacity collectively as a governing board, the Trustees hereby clarify for themselves and for those invited to join them what is expected of its individual members.

All individual Trustees are expected to have a deep and abiding commitment to the University’s mission, values and traditions as an exceptional Jesuit, Catholic university. In their words and actions, Trustees should dedicate themselves to upholding and strengthening the University’s Jesuit and Catholic mission, identity and heritage as well as its tradition of providing high-quality liberal arts and professional education to its students at a level of excellence commensurate with its reputation as one of the finest Catholic universities in the country.

Trustees are expected to attend and participate diligently in Board meetings and demonstrate familiarity with the materials distributed in advance. They should contribute to the Board’s efforts to make informed and thoughtful decisions consistent with its fiduciary responsibilities and the University’s mission and values. While Trustees are strongly encouraged to consider assuming expenses associated with Board and other meetings, University practice is to reimburse such expenses if they are submitted.

Each Trustee should serve willingly on at least one committee (most often two committees) of the Board of Trustees and ordinarily should accept new assignments from the Board chair from time to time. Each Trustee also should freely express interest in other committee assignments to enable the University to take full advantage of his or her experience and talent.

Trustees should participate in other Board and University activities – on campus, in the community and in their region of residence – to the extent their time permits. Such participation strengthens their knowledge of the institution they hold in trust for current and future generations and contributes significantly to the Board’s standing within the University community.

Trustees are expected to accept the responsibility of providing financial support to the University through personal contributions to annual giving and special fund-raising campaigns and through participation in the solicitation of other individuals and organizations. Indeed, the University should be
among the top three recipients of the Trustee’s personal philanthropy. In this regard, each Trustee is expected to make an annual gift of at least the amount required for recognition as a member of the Loyola Society.

Trustees should actively promote the University to alumni, prospective students, donors, the media, the business community, elected officials, public servants, foundations, and the public at large. Such informed advocacy reflects favorably on their commitment to the University and can lead to advancing its reputation, growth and prosperity.

Trustees at all times should serve the University as a whole, rather than any particular internal or external constituency. In this regard, Trustees should not make judgments on the basis of information received from individuals or groups who have a perceived or real grievance or particular cause. Should a Trustee be contacted by constituents or other individuals or groups, s/he should not respond individually, but should refer the communication to the president or Board chair. Only the president and Board chair are authorized to speak for the University or its governing board.

Trustees should contribute to the Board’s responsibility to distinguish between University management and its governance. The Board should monitor the implementation of its policies and plans but should avoid engaging in administration or management.

Trustees should avoid any situation that could cause even the appearance of a conflict of interest in accord with the Board’s current policy. Any potential or actual conflict should be disclosed to the Board chair and handled in accordance with Board policy. Consistent with policy, trustees will annually review and sign the Board’s conflict of interest statement and submit it to the executive assistant to the president for Board relations. Moreover, Trustees should refrain from asking the president or other members of the University community for special personal favors.

Trustees should maintain the confidentiality of the information conveyed in the Board’s executive sessions concerning personnel and other matters. Trustees should remember that their comments and utterances carry great weight with others and that the University can be easily placed at great disadvantage if discretion is not exercised at all times.

Trustees are elected by the full Board for individual terms of three years. In keeping with a mandate from the Board of Trustees, the Committee on Trusteeship is charged with reviewing the performance, meeting attendance, personal philanthropy, and other contributions of all Board members who are eligible for re-nomination and reelection. As stipulated in the Board’s bylaws, Trustees are eligible to be renewed for a second consecutive term only, provided they manifest a strong commitment to the University and the work of the Board.

Finally, being a Loyola University New Orleans Trustee offers many rewards. They come from being an important participant in efforts to enhance the University’s reputation and standing among excellent Catholic and Jesuit comprehensive universities, the intellectual stimulation that working in partnership with outstanding educators and scholars provides, and the appreciation that comes with dedicated service to current and future generations of students.

__________________________________  __________________________________
Name        Signature