

Bank Street College
Board of Trustees
Governance Committee
Staff Associate Trustee Position Description

The Staff Associate Trustee (SAT) is a non-voting member of the Board of Trustees. The strategic work of the Board results from the commitment and contribution of each trustee. Every trustee is expected to be knowledgeable and well informed about Bank Street's mission and work. Because the Board functions on a consensus model, every trustee is a valued colleague and has the opportunity to bring information, perspective and counsel, as well as to raise relevant issues for consideration. While individual members may have specific associations to particular parts of the institution, in order to ensure a cohesive Board and engage in meaningful discussion, trustees are expected to approach issues from a broad *institutional* perspective.

Trustees should give considerable time, material support, and sound judgment to their responsibilities. They must rely on the institution's agreed-on mission, values, and traditions to guide them in their decision-making. Trustees are expected to maintain confidentiality on sensitive issues, particularly those that involve personnel or may lead to a misinterpretation of facts. In addition, trustees must avoid situations that can cause even the appearance of a conflict of interest. Trustees are expected to participate consistently at Board related meetings. They have the responsibility to assure that the College meets all of its institutional goals. The commitment and performance of each trustee determines the health and welfare of the entire institution.

The Staff Associate Trustee is one of several categories of Associate Trustees and is appointed to a three-year term that is not renewable. Although Associate Trustees are not statutory board members, they participate in the work of the Board and serve on committees, in which much of the Board's work is carried out.

The function of any Associate Trustee position is to provide the Board with perspectives on questions and issues under consideration, and to serve as a liaison to the appropriate constituency. For the Staff Associate Trustee, the primary responsibility is to contribute to the Board in an active and generalized perspective on the work of College faculty and staff in all divisions and departments, and to help faculty and staff understand the place of their division and department within the larger institution. This responsibility requires the Staff Associate Trustee to be fully versed in the institution's mission and strategic priorities, as well as to be knowledgeable of the programs and people involved within the various divisions and programs.

The Staff Associate Trustee serves as a key channel of communication between the Board and Bank Street faculty and staff, working closely with the College's leadership. The Staff Associate Trustee also serves as one of the key advisors to the leadership team of the College. The Staff Associate Trustee serves as a member of the Executive Committee of the College Advisory Council.

The Staff Associate Trustee is not expected to advocate for individual faculty or staff members, or for the interests of a particular division, department or program, or union. The Staff Associate Trustee must be familiar with the provisions of the current contracts with the unions representing faculty and staff, and must not seek any involvement in policy and procedures that are covered by the contracts.

Roles and Responsibilities

1. Serve as an ambassador for Bank Street and represent the interests of the College within the institution, among its constituencies.
2. Through active participation on Board committees, provide the Board of Trustees with information and perspectives relevant to Bank Street's mission and strategic priorities.
3. Serve as a channel of communication between the Board and the College's faculty and staff, including working closely with the College's governance structures.
4. Meet periodically with the Vice President for Governance and Community Engagement to share information, provide advice, and discuss issues affecting faculty and staff.

Eligibility Requirements

1. The Staff Associate Trustee must be a member of the Bank Street faculty or staff for at least two years. It would be highly desirable for any individual seeking this position to have volunteer experience with a College-wide group.
2. Any individual seeking the position must submit an application to and be recommended for appointment by the Governance Committee, which serves as the Board's membership committee. The Governance Committee has asked the College Advisory Council to manage the announcement and application process. All applications must be submitted to the Governance Committee through the Staff Council.
3. The Staff Associate Trustee must be able to participate consistently in Board and committee meetings, and is strongly encouraged to support the advancement objectives through leadership in outreach activities.
4. The Staff Associate Trustee must be able to serve for the full three-year term.