



## **Office of Board Relations at the University of Cincinnati Foundation**

The purpose of the office of Board Relations is to facilitate productive, positive and strong relationships as well as efficient and effective administration of the Foundation Board and its affiliated organizations, to preserve board records, and to serve as liaison between the board members, Foundation staff, and University.

### **We provide:**

- Expertise and advice regarding due process as outlined in the bylaws.
- Support to the chair and the governing body.
- Assistance to the President and Executive Leadership Team of the Foundation to facilitate the work of the standing committees, plan for succession, and manage the process of identifying and recruiting new trustees.
- Assurance that the board work of the Foundation is conducted in a professional manner and the volunteer experience is consistent and of high quality.
- Strategic analysis of board and committee composition and needs.

### **Board Records**

- Records and preservation of institutional decisions and actions.
- Ensure the record of decision-making is comprehensive, appropriately documented, and easily accessible.
- Serve as an authoritative reference/information source.

### **Planning**

- Provide knowledge and information regarding trends in board relations, administration and best practices.
- Anticipate needs and recommend changes when needed.
- Provide background regarding institutional culture and context.

### **Communications**

- Assure that appropriate input is gathered and communicated prior to decision making, and that decisions are communicated to those who need to know afterwards.
- Ensures timely information sharing.
- Keeps trustees updated regarding Foundation and University news and issues.
- Works with donor relations on stewardship of trustees and emeriti trustees, as needed.

### **Committees and Meeting Support**

- Provide expert knowledge of detailed planning and logistics.
- Work with the Communications and Marketing department and Events staff to ensure successful meetings and events.
- Work with UCF management team members to develop agendas and produce and distribute meeting materials

For more information, contact: Lynnette M. Heard, M.Ed., Director, Foundation Board Relations and Secretary of the Board, 513.556.6768, [Lynnette.heard@uc.edu](mailto:Lynnette.heard@uc.edu).