

The iaedp FOUNDATION BOARD OF DIRECTORS MEMBER AT LARGE ROLES & RESPONSIBILITIES

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Preamble

In alignment with the mission, vision, and values of the iaedp Foundation, the role of a Portfolio Holder is to provide strategic oversight and leadership in a designated area of responsibility. Portfolio Holders ensure that their respective domains contribute effectively to the organization's goals, uphold ethical standards, and foster collaboration within the team. This document outlines the policy and protocols governing Portfolio Holders to ensure accountability, efficiency, and alignment with the organization's mission.

In a nonprofit organization such as the iaedp Foundation, a portfolio holder is typically a board member, executive, or senior support team member responsible for a specific area of the organization's mission, operations, or strategy.

1. Board Members with Portfolios – Board members may be assigned specific areas, such as:
 - a. Finance Portfolio Holder (Treasurer) – Oversees financial management, budgeting, and reporting.
 - b. Fundraising & Development Portfolio Holder – Leads donor relations, grant applications, and fundraising campaigns.
 - c. Programs & Services Portfolio Holder – Ensures the nonprofit's programs align with its mission and goals.
 - d. Marketing & Communications Portfolio Holder – Manages outreach, branding, and community engagement.
2. Senior Support team Portfolio Holders – Nonprofit executives or managers may hold specific portfolios, such as:
 - a. Chief Staff Executive – Oversees the organization's overall strategy and operations.
 - b. Program Director – Manages the nonprofit's initiatives, services, or advocacy efforts.
 - c. Development Director – Focuses on fundraising, grants, and donor relations.
 - d. Volunteer Coordinator – Manages recruitment, training, and engagement of volunteers.

Role of a Portfolio Holder:

- Ensures the success of their assigned area while aligning with the nonprofit's mission.
- Provides expertise and leadership within their portfolio.
- Works with other board members, support team, and stakeholders to drive impact.
- Reports on progress and key performance indicators to the board or leadership team.

Policy on Portfolio Holders

1. Purpose & Scope:
 - a. Portfolio Holders shall be responsible for overseeing specific operational, strategic, or functional areas within the organization.
 - b. This policy applies to all board-appointed, committee-designated, or executive-assigned Portfolio Holders.
2. Roles & Responsibilities:
 - a. Provide leadership and direction within their designated portfolio area.
 - b. Develop and implement strategies aligned with the organization's mission and objectives.
 - c. Ensure compliance with applicable laws, ethical guidelines, and internal policies.
 - d. Collaborate with other board members, support team, and stakeholders to promote effective decision-making.
 - e. Submit regular reports to the board or relevant committees regarding the progress, challenges, and strategic needs of their portfolio.
 - f. Advocate for necessary resources and support within their area of oversight.
3. Appointment & Term:
 - a. Portfolio Holders shall be appointed by the Board of Directors or Executive Leadership based on expertise and organizational needs.
 - b. Terms of service shall be determined based on the organization's bylaws or leadership discretion.
 - c. Portfolio Holders may be reappointed or rotated based on performance reviews and evolving organizational priorities.
4. Accountability & Evaluation:
 - a. Portfolio Holders shall be accountable to the Board of Directors or the relevant supervising authority.
 - b. Performance evaluations shall be conducted annually to assess effectiveness, compliance, and contribution to organizational goals.
 - c. Any conflicts of interest or breaches of conduct must be disclosed immediately and addressed through the appropriate conflict resolution mechanism.

Protocol for Portfolio Holders

1. Orientation & Training:
 - a. Newly appointed Portfolio Holders must undergo an orientation to understand their responsibilities, reporting structure, and organizational framework.
 - b. Ongoing training shall be provided as needed to ensure knowledge of evolving best practices and regulatory requirements.
2. Meetings & Reporting:
 - a. Portfolio Holders shall attend all relevant board meetings, committee meetings, and strategic planning sessions.
 - b. Monthly, quarterly, or annual reports shall be submitted as per organizational requirements.
3. Decision-Making & Collaboration:
 - a. Major strategic decisions shall be made in consultation with the Board of Directors or Executive Leadership.

- b. Cross-portfolio collaboration shall be encouraged to foster synergy between different areas of the organization.
- 4. Conflict Resolution & Compliance:
 - a. Any issues, challenges, or conflicts within the portfolio area must be escalated through the appropriate organizational channels.
 - b. Portfolio Holders must adhere to all governance, compliance, and ethical policies of the organization.
- 5. Succession Planning:
 - a. Each Portfolio Holder shall contribute to developing a succession plan for their area to ensure continuity of leadership and knowledge transfer.