

## Board of Trustee Position Description

**Due: November 30, 2021 at 11:59pm**

As a Board of Trustee member at the Ausherman Family Foundation (AFF), you will get the opportunity to work closely with philanthropic funders in Frederick (e.g. Ausherman Family Foundation, Community Foundation, Delaplaine Foundation, Inc., etc.) and gain expertise and knowledge about the nonprofit sector. You will also be given a stipend to award to any nonprofit organizations of your choice.

### You will:

- Analyze grant applications from a variety of nonprofits in Frederick
- Make funding recommendations
- Help define grant outcomes
- Distribute grant funding
- Make an impact in the Frederick community

### Responsibilities/Duties:

- Attend monthly one-hour committee meetings
- Attend one and half hour Board of Trustee meetings (one meeting every 3 months)
- **Time commitment:** approximately 5-8 hours a month
- Communicate clearly
- Read and review agendas prior to meetings

### Qualifications/Skills:

- AFF is recruiting a Hood student who can **complete a one year term as a Board of Trustee member.**
- Sophomores/juniors/graduate students preferred - however, if you are a first year student or senior and want to apply, please do so.

- *First year students and seniors: Please clearly state in your Cover Letter why you are applying and, if a senior, explain whether you will be able to fully complete a year-long term and if not why.*
- Any majors are welcome.
- Interest in the nonprofit/philanthropy sector.

### Cover Letter Requirements

Answer *any* of the following questions (you **do not** need to answer all of the questions.) Please be brief. One page, single-sided maximum with proper Cover Letter headings:

1. What is your relationship to Frederick? Have you lived in Frederick your whole life? Are you from out of state?
2. Why are you interested in volunteering at the Ausherman Family Foundation?
3. What do you hope to gain from this experience?
4. Why is philanthropy or nonprofit work important to you?

### Location

All committee meetings offer a Zoom link, so virtual participation is an option. However, you can still attend these meetings in person at AFF's office: 7420 Hayward Road.

Board of Trustee meetings are, currently, held in a large conference room in the Civil War Museum of Medicine. In-person participation is highly encouraged.

**If transportation from Hood College campus is an issue, the Foundation will work with you to provide you with options to get to meetings such as carpooling, Uber, and rides with staff.**

### Dates to Know

- **October 28 @ 1-2pm** – In-depth Conversation about Board of Trustee Position in the Hood College Career Center
- **November 30 @ 11:59pm** – Submit Application Materials
- **December** – Interviews with interested students via Zoom
- **February/March 2022** – Join first Board of Trustee/Committee Meeting

### Organizations that AFF works with closely

- Heartly House
- Second Chances Garage
- Downtown Frederick Partnership
- Spanish Speaking Community of Maryland
- Asian American Center
- AARCH
- Frederick County Public Libraries
- Civil War Museum of Medicine
- New Spire Arts
- Weinberg Center
- Hood College
- And more!

**Application materials (cover letter, resume, and transcript) due: November 30, 2021, at 11:59pm. Please submit to Caylee M. Winpigler at [cwinpigler@ausherman.org](mailto:cwinpigler@ausherman.org).**

### **Contact**

If you have any questions, please reach out to Caylee M. Winpigler through her email or call/text her cell at (301)-471-3211, or call her office at (301)-620-4452.