



How Effective is Your Fiduciary Management Process?

Managing all that is required to run an effective and compliant foundation or endowment takes a thorough understanding of what is required and a commitment to getting it done right.

As a committee, you can take steps to help ensure you're successful. Answer the following questions to see how well you are fulfilling your responsibilities as a fiduciary.

Name: _____ Date: _____

1. Have you checked with your committee members to see how well they understand their responsibilities? Yes No Not Sure
2. Do you have your goals and objectives formally documented? Yes No Not Sure
3. Do you have a formal Investment Policy Statement *and* is it referenced during reviews? Yes No Not Sure
4. Do you formally review your investments against appropriate benchmarks at least annually? Yes No Not Sure
5. Do you know what your fund's expenses are *and* how they compare with industry averages? Yes No Not Sure
6. Do you have a formal education program for committee members each year? Yes No Not Sure
7. Are you happy with the level of participation by your donors? Yes No Not Sure
8. Do you have a documented method for keeping informed of changes that could affect your foundation? Yes No Not Sure
9. Do you know who is considered a fiduciary on your money *and* have they acknowledged their status in writing? Yes No Not Sure
10. Do you know what criteria to use for replacing an investment within your fund? Yes No Not Sure
11. Do you know what are considered 'prohibited practices'? Yes No Not Sure
12. Do you document the minutes of your committee meetings? Yes No Not Sure

Total Your Score—Give yourself:

1 Point for every YES Answer:

TOTAL _____

(0 Points for NO or NOT SURE)

10-12 Points = A

You have taken the steps necessary to help ensure your foundation or endowment is being managed in a manner consistent with the fiduciary standards.
Great Job!

7-9 Points = B

You have completed several steps towards meeting the responsibilities of running a compliant fund. Complete the remaining steps to help ensure plan success.

4-6 Points = C Understanding what is required and taking steps to meet those obligations is a move in the right direction. You should now implement a process to meet fiduciary best practices .

0-3 Points = D

There may be serious liability issues in the way your money is being managed and you should take additional steps now to meet your fiduciary obligations