

# **Hubbs-SeaWorld Research Institute**

## **Trustee Responsibilities**

### **Trustees serve as:**

- The governing body of the Hubbs-SeaWorld Research Institute.
- Ambassadors conveying our mission and work to the community, state and nation.
- Advisors to the staff on issues and trends that could affect the mission of the Institute.
- Visionaries to compliment the world-class science conducted by the dedicated staff.

### **Trustee responsibilities are to:**

- Guide the senior staff in determining and furthering the mission of Hubbs-SeaWorld Research Institute.
- Provide oversight of the financial, scientific and development activities of the Institute.
- Make sure it fulfills its mission and remains true to the core values – “to return to the sea some measure of benefits derived from it”.
- Evaluate the effectiveness of the organization providing direction, assistance and expertise when asked and/or needed.

### **Trustees fulfill these obligations by:**

- Strategic planning in order to ensure the mission is realized.
- Monitoring finances to ensure the science conducted and programs managed serve the commitments to donors and provides for the security of the Institute.
- Setting and reviewing science policy needed to achieve the Institute’s stated mission and goals.
- Provide expertise and other resources that will assist the Institute in meeting its scientific, public relations and financial mission.

### **Trustees are expected to participate in vital Institute meetings and functions by:**

- Devoting adequate time to prepare for quarterly Board meetings and attend meetings.
- Serving on at least one Trustee committee: (Executive, Science, Development, etc.).
- Serving on one Development team committee: (Major Gifts, Board Development & Retention, Events – California, Events – Florida)
- Making a meaningful annual, personal gift.
- Introducing 3 potential major donors (annually) from your personal or professional networks – and participating in the relationship (managed by Development staff).
- Introducing 2 potential Trustee prospects (annually) from your personal or professional networks – and participating in the relationship (managed by Development staff).
- Attending events and activities (Development staff will direct).



**YES! I WOULD LIKE TO SUPPORT THE HUBBS-SEAWORLD RESEARCH INSTITUTE**

I wish to make these donations to Hubbs-SeaWorld Research Institute according to the following schedule:

GIFT TYPE	GIFT AMOUNT	GIFT FULFILLMENT
<b>PERSONAL GIFT FY22</b> (Unrestricted)	\$ _____	Immediate _____ Pledge _____
<b>CENTER OF EXCELLENCE IN MARINE AQUACULTURE</b> Comprehensive Campaign (3 to 5 Year Pledge)	\$ _____	Immediate _____ Pledge _____
<b>EMPLOYER MATCH PROGRAM:</b> (We can help you discover this opportunity)	\$ _____ % _____	

I will introduce the following Major Gift Candidates to HSWRI, and participate in the relationship process.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I will introduce the following Board of Trustee Candidates to HSWRI, and participate in the relationship process.

1. \_\_\_\_\_
2. \_\_\_\_\_

I'm interested in participating on the following fundraising committee(s).

1. Major Gifts \_\_\_\_\_
2. Board Development / Retention \_\_\_\_\_
3. Donor Relations & Events, California \_\_\_\_\_
4. Donor Relations & Events, Florida \_\_\_\_\_

#### IN HOME HOSTING OPPORTUNITY

I would like to host a donor engagement event in my (or friends) home \_\_\_\_\_

➤ Best month(s) 1. \_\_\_\_\_ 2. \_\_\_\_\_

#### IN KIND CONTRIBUTIONS

I would like to offer a gift for an event auction / raffle \_\_\_\_\_

I would like to offer in-kind goods and / or services \_\_\_\_\_

#### LEGACY GIFTS

I would like to learn more about facility / program naming opportunities \_\_\_\_\_

#### PLANNED GIVING

I would like to learn more about Planned Giving opportunities \_\_\_\_\_

➤ Bequests and Estate Gifts, Gift Annuities, Remainder Trusts, Lead Trusts, Donor Advised Funds, etc.

#### VOLUNTEER OPPORTUNITIES

I would like to learn more about volunteer opportunities \_\_\_\_\_



## Trustee Pledge / Payment form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, St., Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Method of Payment:

☐ Please invoice me for: \$\_\_\_\_\_

(Written) \_\_\_\_\_ dollars

☐ Check, make payable to **Hubbs-SeaWorld Research Institute**

☐ Charge entire amount

☐ Installments - payable on \_\_\_\_\_ of each \_\_\_\_\_ until fulfilled.

☐ Visa ☐ MasterCard ☐ American Express

☐ Charge my card date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (If one time charge only)

Credit Card #: \_\_\_\_\_ CVV \_\_\_\_\_ Expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
(Signature authorizes credit card use)

If making an In-Kind donation or have additional questions, please feel free to contact us directly:

### HUBBS-SEAWORLD RESEARCH INSTITUTE

Office: (619) 226-3870

Email: [dkent@hswri.org](mailto:dkent@hswri.org)

*All donations to the Hubbs SeaWorld Research Institute are tax-deductible, as provided by law.  
Please consult your tax professional for confirmation of your gift as deductible.  
HSWRI Tax ID number is: 95-2304740*



## Board of Trustees FY23 Conflict of Interest Statement

I, \_\_\_\_\_, as a member of the Board of Trustees of Hubbs-Sea World Research Institute (HSWRI), am committed to HSWRI's goal to establish and maintain the highest level of public confidence in its accountability. I have personally committed to follow the standards set out below, which are a part of HSWRI's conflict of interest policies:

- I will conduct my activities with the Board of Trustees of HSWRI so that I do not advance or protect my own interests, or the private interests of others with whom I have a relationship, in a way that is detrimental to the interests of or to the fundamental mission of HSWRI.
- In every instance in which I represent HSWRI, I will conduct my activities in a manner to best promote the interests of HSWRI.
- In all matters that come before the Board of Trustees for a vote that may favorably impact my own financial interests, or the private interests of others with whom I have a financial or personal relationship, I will reveal that relationship and abstain from a vote in the matter.
- When a conflict of interest arises, or when a potential conflict of interest emerges, I will disclose that conflict or potential conflict to the Chairman of its Board of Trustees and seek a resolution of that issue.

Entered into on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Member, Board of Trustees

Please sign and return to Bethany Smith or by email at

[bsmith@hswri.org](mailto:bsmith@hswri.org)