

National Council Position Description

The National Council functions as a governing board with the legal authority and responsibility to manage the business and affairs of the Fraternity. The National Council establishes policy and sets the direction for the achievement of the Fraternity's goals while the chief executive officer, professional staff and operational volunteers focus on operational issues. The National Council stewards resources, shapes and develops board policy, oversees finances and monitors major areas of corporate performance. The CEO and staff execute policy adopted by the National Council and determine the methods by which the board's policies and directives will be executed to achieve the desired outcomes. This position description provides more detailed information.

COMPOSITION

Six members divided into two classes:

- One National President
- Five national vice presidents

TERM OF OFFICE

Two years, beginning on August 1 of the year of election and/or until their successors are elected

QUALIFICATIONS

NATIONAL PRESIDENT

- Previous service on National Council as a national vice president required

NATIONAL PRESIDENT / NATIONAL VICE PRESIDENT

- An alumna in good standing
- Has demonstrated leadership or possesses expertise that will benefit Alpha Chi Omega
- Has demonstrated knowledge and support of board governance and solid financial strategy acumen
- Elected by a majority vote of the delegates entitled to vote at a national convention

PRIMARY RESPONSIBILITIES OF THE NATIONAL COUNCIL

- Determine Alpha Chi Omega's mission, vision and purpose
- Select, supervise and review the performance of the chief executive officer
- Establish strategy, setting policy and ensuring distribution of same to membership
- Ensure effective organizational and strategic planning
- Ensure acquisition and management of adequate financial resources, providing sound financial oversight and annually setting the amount of dues and fees
- Establish guiding principles and desired outcomes of Fraternity programs and services
- Develop, shape and regularly review Fraternity policy
- Approve the appointed volunteer structure
- Serve in disciplinary proceedings involving individual members or chapters in accordance with Fraternity policy
- Assess its own performance as a board, led by the National President
- Act as member-manager of Pearl Stone Partners, LLC
- Support board advancement, board development, organizational preparedness and resource development

DUTIES / EXPECTATIONS OF INDIVIDUAL NATIONAL COUNCIL MEMBERS

- Know and support the organization's vision, mission, purposes, goals, policies, programs and services
- Prepare for and participate in National Council meetings and other organizational activities
- Read and understand financial statements
- Respond in a timely manner when National Council input is requested
- Make informed, independent and objective decisions
- Be ambassadors for the Alpha Chi Omega Enterprise and member experience
- Speak for the National Council or organization only when authorized to do so
- Offer personal perspectives and opinions on issues that are the subject of board discussions and decisions
- Voice, clearly and explicitly at the time a decision is being made, any opposition to a decision being considered by the National Council
- Maintain confidentiality as appropriate
- Know and respect the distinction in the roles of the National Council and staff consistent with the principles underlying governance
- Support the majority decision of the National Council
- Support the work of the headquarters staff

- Execute a Fiduciary Duty Policy and Disclosure Agreement
- Acknowledge and follow the Alpha Chi Omega Fraternity Conflict of Interest Policy
- Uphold the Alpha Chi Omega Member Code of Conduct and adhere to the National Council Code of Conduct
- Participate in local Alpha Chi Omega events when possible
- Refrain from serving Alpha Chi Omega in other volunteer capacities
- Support, develop and foster the ongoing initiatives related to belonging and inclusion
- Support the Alpha Chi Omega Foundation by contributing a minimum gift at the major donor level (\$1,000/year) to the Real. Strong. Women. Fund annually; this minimum gift should include participation at any level for Founders' Day Challenge, Day of Giving and Star Booth to attain 100% board participation for each giving initiative

MEETINGS / APPOINTMENTS / TIME COMMITMENT OF THE NATIONAL COUNCIL

- Attend monthly board meetings (minimum 3-hour meetings, 1-2 hours of preparation, plus special meetings as necessary)
- The National President and one national vice president serve as National Council trustees on the Alpha Chi Omega Foundation Board of Trustees (minimum 2-hour monthly meetings, plus 1-2 hours of preparation, plus all duties and responsibilities of Foundation trustees including donor cultivation and stewardship)
- Two members of the National Council serve on the Alpha Chi Omega National Housing Corporation Board of Directors (minimum 2-hour monthly meetings, plus 1-2 hours of preparation, plus all duties and responsibilities of NHC directors)
- Serve on board committees as appointed; each NVP may serve on at least one committee in addition to serving as a designee to the Foundation or NHC (1-3 hours per month)
- Participate in two Enterprise board meetings annually to review strategic plan performance (2 hours per meeting)
- Attend convention, including paying all or a portion of the registration fee as required of volunteers, and Enterprise Weekend, which occur in alternating years
- Attend Leadership Academy, Volunteer Summit and any other national trainings or gatherings deemed appropriate
- Travel to in-person meetings (typically a Thursday night through Sunday afternoon, up to four times per year) and as an ambassador for Alpha Chi Omega as assigned (approximately four nights total per year)
- Participate in new board member onboarding and training (5-7 hours)