

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 focuses on establishing policy and setting 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 focuses on resources, board and policy development, overseeing finances and monitoring major areas of corporate performance. The CEO focuses on executing policy adopted by the National Council and determining 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
- National President and Vice Presidents
- An alumna in good standing
 - Has demonstrated leadership or possesses expertise that will benefit Alpha Chi Omega
 - Has board governance experience
- How Selected:** 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 and purposes
- Select, supervise, and review the performance of the Chief Executive Officer
- Ensure effective organizational and strategic planning
- Ensure acquisition and management of adequate financial resources
- Establish guiding principles and desired outcomes of Fraternity programs and services
- Develop Fraternity policy
- 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
- The National President (or her National Vice President designee) and two National Vice Presidents serve as National Council Trustees on the Alpha Chi Omega Foundation Board of Trustees (minimum 3-hour monthly meetings plus all duties and responsibilities of Foundation Trustees including donor cultivation)
- The National President (or her designated National Council representative) serves on the Alpha Chi Omega National Housing Corporation Board of Directors (minimum 2-hour monthly meetings plus all duties and responsibilities of NHC Directors)

- The National President (or a National Vice President as elected by the National Council) serves on the Pearl Stone Partners Board of Managers (minimum 2-hour monthly meetings plus all duties and responsibilities of PSP Managers)

Specific Functions as Individual National Council Members:

- Know and support the organization's mission, purposes, goals, policies, programs, and services
- Prepare for and participate in National Council meetings and other organizational activities (minimum 3-hour monthly meetings plus committee and projects as assigned)
- Read and understand financial statements
- 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 discussion and decision
- Voice, clearly and explicitly at the time a decision is being made, any opposition to a decision being considered by the National Council
- Know and respect the distinction in the roles of the National Council and staff consistent with the principles underlying governance principles
- Support the majority decision of the National Council
- Execute a Fiduciary Duty Policy and Disclosure Agreement
- Participate in local Alpha Chi Omega events when possible
- Serve on Board committees as appointed
- Travel to in-person meetings (typically a Thursday night through Sunday afternoon) (4 times per year) and as an ambassador for Alpha Chi Omega as assigned (approximately 4 nights total per year)
- Attend Leadership Academy, Volunteer Summit, and any other national training or gatherings deemed appropriate
- Attend the National Convention(s) during which the election is held and during the term of office as a voting delegate; including paying all or a portion of the registration fee as required of volunteers
- Support the Alpha Chi Omega Foundation by contributing at the major donor level (at least \$1,000/year along with a star booth gift and capital campaign gift, when applicable)
- Make a personal gift of at least \$100 or more to the FSPAC each year by March 15

Specific Functions for the National President, in addition to responsibilities listed above

- Prepare monthly National Council Board Meeting Agenda with staff (2 hours/month)
- Lead monthly National Council meetings
- Represent Alpha Chi Omega on the NPC Conference of Delegates, if designated by the National Council as the Delegate (4 hours/year. Two meetings plus 2 nights travel per year)
- Work with the Alpha Chi Omega NPC Team to execute Alpha Chi Omega's strategy within the industry (minimum 2 hour monthly meetings)
- Attend to NPC and industry related business involving the Inter-National Presidents, including but not limited to, Hill Visits (2 nights travel), I/NP meetings (2 nights travel twice per year), NPC annual meeting (3 nights travel), industry meetings (approximately 5 nights travel per year), campus issues, campus housing agreements, etc. (approximately 4 hours/week plus travel as indicated)
- Make a personal gift of \$50 or more to the NPC Foundation in October of each year

- Serve as a member of the Extension Facilitation Team as requested, including potentially presenting in person on campuses where Alpha Chi Omega is invited (potentially 2 nights travel three times per year)
- Develop agenda and facilitate monthly calls of the Enterprise board chairs (2 hours/month)
- Ensure strategic plan stewardship, along with the CEO and other board chairs (5 hours/quarter)
- Participate in regularly scheduled CEO/NP meetings (2 hours/week)
- Liaison with staff on necessary legal related matters
- Plan and execute bi-annual Enterprise weekend with board chairs and CEO
- Plan and execute annual Enterprise board orientations each July with the CEO
- Monitor and delegate National Council ambassador requests
- Monitor and manage the National Council portion of the executive department budget
- Ensure board development for individual National Vice Presidents
- Participate in chapter installations and specific chapter celebrations (centennials, philanthropies) (approximately 4 per year)
- Prepare and deliver presentations as needed for local, regional, and national gatherings (5 hours/month)
- Plan and host Convention in partnership with staff, which includes but is not limited to: presiding over National Chapter meetings, overseeing legislative activity, organizing/hosting events and appointing volunteers
- Write emails, letters, articles and other updates as needed to represent the Fraternity (4 hours/month)
- Communicate with key Alpha Chi Omega constituents on a regular basis
- Manage National President social media presence and engagement with members (5 hours/week)