

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 along with staff executes policy adopted by the National Council and determines 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 / TERM OF OFFICE

Six members divided into two classes:

- One National President
- Five national vice presidents

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 board governance experience
- 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
- 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, shape and regularly review 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

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
- 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 principles
- 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
- Participate in local Alpha Chi Omega events when possible
- Refrain from serving Alpha Chi Omega in other volunteer capacities

- 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

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 (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 1-2 hours of preparation, plus all duties and responsibilities of Foundation trustees including donor cultivation)
- The National President (or her national vice president designee) serves on the Alpha Chi Omega National Housing Corporation Board of Directors (minimum 3-hour monthly meetings, plus 1-2 hours of preparation, plus all duties and responsibilities of NHC directors)
- The National President (or her national vice president designee) serves on the Pearl Stone Partners Board of Managers (minimum 2-hour monthly meetings, plus 1-2 hours of preparation, plus all duties and responsibilities of PSP managers)
- 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, NHC or PSP (1-3 hours per month)
- Participate in two Enterprise board meetings annually to review strategic plan performance (2 hours per meeting)
- Participate in quarterly Enterprise-wide meetings to discuss relevant diversity, equity and inclusion topics (1 hour 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 training or gatherings deemed appropriate
- Travel to in-person meetings (typically a Thursday night through Sunday afternoon, 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 (2-4 hours per year)