

# National Housing Corporation Board of Directors Job Description

The National Housing Corporation (NHC) Board of Directors' role is to govern the affairs of the Alpha Chi Omega National Housing Corporation within the framework of the Indiana Non-profit Corporation Act, the Articles of Incorporation and the organization's Bylaws. The Alpha Chi Omega National Housing Corporation is under the leadership of a governing Board of Directors. The NHC is committed to practicing effective board governance and focusing on policy formulation and strategic vision. The NHC is also committed to four critical areas of responsibility: resource development, board development, organizational development and policy development. The NHC participates in developing a strategic vision for the role of the NHC and its contribution to the overall success of the Alpha Chi Omega Enterprise. This job description provides more detailed information.

## **COMPOSITION / TERM OF OFFICE**

The number of directors shall be three (3) to nine (9). One of the directors shall be the National President of the Fraternity or her designated National Council representative. The remaining directors shall be elected by the National Council.

The term of office is two years, beginning on August 1 of the year of election, and/or until a successor is elected.

A director may serve up to four consecutive two-year terms, unless elected as president of the Corporation, in which case her service can be extended for an additional one or two years if needed to complete a full two-year presidential term. After sitting off for a full term (two years), one can be elected to again serve as a director.

## QUALIFICATIONS FOR THE BOARD OF DIRECTORS

- Is an alumna in good standing
- Has demonstrated leadership or possesses expertise that will benefit Alpha Chi Omega
- Has board governance experience

## PRIMARY RESPONSIBILITIES OF THE BOARD OF DIRECTORS

- Develop a strategic vision for the NHC and its contribution to the overall success of the Alpha Chi Omega Enterprise
- Actively support and further the brand, mission and purpose of the Alpha Chi Omega National Housing Corporation
- Ensure effective organizational planning and management of adequate financial resources so the organization can fulfill its mission
- Oversee and direct the policies and guidelines of the NHC
- Foster relationship with Alpha Chi Omega stakeholders, including collegiate members, alumnae and local house corporations
- Assess its performance as a board, led by the board president
- Use good faith efforts to fulfill the responsibilities of the Board of Directors as outlined in the Administrative Manual
- Support, develop and foster the ongoing efforts surrounding initiatives related to diversity, equity and inclusion for both the National Housing Corporation and all other organization entities

## SPECIFIC FUNCTIONS AS INDIVIDUAL DIRECTORS

- Know and be an advocate for Alpha Chi Omega's mission, purpose, goals, policies, programs and services
- Prepare for and participate in all NHC board meetings, committee meetings and conference calls
- Exercise fiduciary responsibility by:
  - a. Reading and understanding financial statements
  - b. Approving the budget of the organization and capital spending projects
  - c. Considering and, if appropriate, approving all loan transactions entered into by the NHC
- Steward and support fundraising efforts related to housing
- Consider and, if appropriate, approve property transitions to the NHC as well as property divestitures from the NHC
- Serve on at least one board committee

- Engage with and participate in board member self-assessment activities when determining overall board performance
- Maintain confidentiality as appropriate
- Make informed, independent and objective decisions
- Understand that an individual director can bind the board or organization only when authorized to do so
- Know and respect the distinction in the roles of the Board of Directors and staff consistent with governance principles
- Support the majority decision of the Board of Directors
- Support the work of the headquarters staff
- Participate as an ambassador for Alpha Chi Omega as needed and as assigned
- Execute a Fiduciary Duty Policy and Disclosure Agreement
- Acknowledge and follow the Alpha Chi Omega National Housing Corporation Conflict of Interest Policy
- Support the Alpha Chi Omega Foundation by contributing a minimum \$250 gift to the Real. Strong. Women. Fund annually.

## **TIME COMMITMENT OF THE BOARD OF DIRECTORS**

- Attend monthly board meetings (3-hour meeting with 1-2 additional hours of preparation) plus attend and prepare for special meetings as necessary
- Serve on board committees as appointed; each director will serve on at least one committee (average of 1 hour per month per committee)
- Attend new board member onboarding and training at the beginning of board service (5-7 hours of training plus self-guided document review)
- 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)
- Participate in other Enterprise-wide meetings and trainings as requested (times vary; average 1 hour per month)
- Attend convention, including paying all or a portion of the registration fee as required of volunteers, and the Enterprise Weekend, which occur in alternating years