



## VOLUNTEER POSITION DESCRIPTION

**Volunteer Title:** Executive Council

**Purpose:** Executive Council members serve as visionary leaders and oversee all Sorority operations. Accountable for the strategic direction of the entire organization, Executive Council members ensure that the organization's operations are consistent with the mission, vision, and core values. Executive Council members are charged with having strategic conversations to position Sigma Sigma Sigma for success today and to ensure the long-term future success of the organization.

The Mission of Executive Council is to commit to the welfare and inspiration of Sigma Sigma Sigma and its Sisters by bringing our best thoughts, energies and untiring zeal to each responsibility and decisions we make as a governance body.

**Time Commitment:** National President and Treasurer: Up to 20 hours/week\*  
National Vice Presidents: Up to 10 hours/week\*  
*\*travel not included in time commitment*

**Travel Needed:** Weekday and weekend travel as needed.

**National Convention:** Required to attend.

**Membership Status:** Must be an alumna of Sigma Sigma Sigma.

## Essential duties and activities:

1. **Determine the organizations direction and vision.** It is the Council's responsibility to create the mission statement and review it periodically for accuracy and validity. The Council monitors whether its policy decisions as well as the organizations programs and services reflect the mission.
2. **Serve as the supreme governing body between Conventions.** The Council will be responsible to make governing decisions on matters that are time sensitive and cannot wait for the Convention Delegates to vote. They will review interim constitutional needs and make revisions as necessary. They also approve National Policies of Sigma Sigma Sigma as necessary.
3. **Hire the Executive Director (ED).** When necessary to select a new ED, the Executive Council will institute a search process to find and hire the most qualified individual for the position. They will determine the job description, duties, expectations and responsibilities.
4. **Support the Executive Director and review her performance.** The Council must ensure the Executive Director has the professional support needed to further the goals of Sigma Sigma Sigma. The Council will provide regular performance assessments of the Executive Director and provide constructive feedback on strengths as well as weaknesses.
5. **Ensure effective organizational planning.** The Council is responsible for creating multiyear planning that looks at the mission statement, changes in external environment that affect the organization, and ways the organization can meet new opportunities and challenges. They will be responsible for reviewing monthly financial reports, annual audited financial statements and the IRS Form 990.
6. **Provide sound financial management.** The Council will approve the budget of the sorority. They will work to ensure that income is managed properly, that assets are guarded, and that adequate financial resources are secured to support the organization. All council members are expected to participate in financial decision making.
7. **Determine, monitor, and strengthen the organization's programs and services.** The Council's role is to determine which programs are the most consistent with the organization's mission, and to monitor their effectiveness.

Council members must be willing to attend Tri Sigma National Conventions, National Officer Conferences, leadership seminars and other conferences to serve as representatives of the organization. They will consider recommendations brought to Council's attention by an advisory or task force meeting, collegiate chapters, alumnae chapters, National Officers and members at large. They will be responsible for endorsing the appointment of National Officers as deemed necessary to carry out the work of the Sorority; monitor the progress of departments in moving towards goals and evaluate departmental reports in order to make decisions, offer support or respond to requested action items; and work with Tri Sigma staff and National Volunteers, as needed.

8. **Enhance the organization's public standing.** The organization's primary link to the community and their constituents is the Executive Council. The Council is expected to clearly articulate the mission, accomplishments, and goals to the public, as well as garnering support from important members and constituents. The Council will approve petitions or invitations to colonize on a campus. They will also serve as Installing Officers of a colony as assigned.
9. **Ensure legal/ethical integrity and maintain accountability.** The Council is ultimately responsible for ensuring adherence to legal standards and ethical norms. Provide personnel policies, grievance procedures, and a clear delegation to the Executive Director for hiring and managing employees. They will be responsible for enforcing the observance of all national policies and standing rules of the Sorority. The Council must establish pertinent policies and adhere to provisions of the organization's Bylaws and Articles of Incorporation.
10. **Recruit and orient new Council members and assess Council performance.** Executive Council members are responsible for identifying Tri Sigmas who can be groomed for future Executive Council service and assisting the Executive Director in orienting newly elected Executive Council members to ensure successful acclimation and organizational socialization. They are expected to attend Executive Council meetings as scheduled and provide semi-annual, annual, and triennial reports, as necessary.

## Expectations

- Commit to the values, mission and philosophy of Sigma Sigma Sigma
- Exemplify the mission and values of Tri Sigma
- Pay National Alumnae Dues annually

- Follow all national and local policies
- Be a positive advocate of Sigma Sigma Sigma
- Attend all Executive Council meetings and conference calls
- Attend Tri Sigma National Conventions and other national conferences
- Represent the National Organization at Alumnae events; Anniversaries; Award presentations; Founders Day; CC! Training; Committee/Task Force meetings; Chapter closings; Convention; Council meetings; Crisis management; Dunham Women of Character Institute; Extension presentations; extension related trips (exploratory visits, recruitment, etc.); Installations; Labyrinth: President Academy; Regional or other conferences; Service Immersion trips; Specified conferences/Summits; State Days; and any other special events, as needed.
- Contribute a minimum of \$1,000 annually (fiscal year) to the Sigma Sigma Sigma Foundation
- Serve as Executive Council liaison to Standing Committees/Taskforces/Special Committees and present progress reports at Executive Council meetings/conference calls.
- Review all reports, minutes and financial statements in a timely manner
- Correspond with members, chapters, staff, National Volunteers, as needed
- Provide input or write articles for The Triangle, blog, and other publications, as needed
- Prior Council service preferred for National President.

### **Qualifications and skills:**

- Working knowledge of Sigma Sigma Sigma policies and procedures
- Strong decision-making skills
- Ability to think strategically
- Willingness to listen and learn
- Good oral and written communication skills
- Knowledge and support of Tri Sigma Foundation
- Ability and willingness to work as a team player
- Organizational skills

## **Position Specific Essential Duties and Responsibilities**

## NATIONAL PRESIDENT AND NATIONAL TREASURER

### National President- Duties and activities:

1. Preside at Executive Council meetings and conference calls.
2. Conduct annual board self-evaluation and goal setting sessions
3. Supervise the work of the Executive Director
4. Participate in regular conferences with the Executive Director
5. Attend National Panhellenic Conference meetings
6. Provide information to National Volunteers, collegiate and alumnae chapters, staff and the sorority membership about the decisions made by the Executive Council and the implementation processes for new concepts and new programs. Also, provide information regarding matters discussed at advisory or task force meetings, the recommendations made and subsequent action(s) of the Executive Council.
7. Confer with the National Treasurer and review investment programs.
8. Make decisions, as necessary, in any emergency and then consult with Executive Council regarding further action.
9. Serve as the final authority on behalf of Executive Council when disciplinary action is taken in the case of a member or a chapter
10. Serve as ex-officio member of the Sigma Sigma Sigma Foundation
11. Preside at National Convention

### National Treasurer- Duties and activities:

1. Serve in the absence of the National President, or in case of emergency or vacancy, serve as Chairman pro tem until Executive Council can elect a National President
2. Confer with the Executive Director to prepare an annual budget and annual financial reports
3. Monitor disbursements of funds by National Headquarters Accountant
4. Open savings and checking accounts, monitor deposits made by the staff accountant and make withdrawal(s) of funds as as necessary for efficient Sorority operations
5. Approve chapter withdrawals and loans from College Chapter Housing Fund and the Loyalty Fund; consider requests for dispensation from contribution to the Loyalty Fund
6. Supervise the investment monies for future financial needs, with the approval of the Executive Council
7. Review and approve monthly reports of expenditures by departments, quarterly financial reports to Executive Council, monthly payroll tax deposit (federal requirement), quarterly report to Internal Revenue Service and State

of Virginia regarding payroll (required by laws) and yearly W-2 payroll reports in January, as necessary

8. Consult with auditors for annual audit that follows the close of the fiscal year on June 30
9. Confer annually with the Executive Director on the purchase of appropriate insurance coverage for the protection of the organization
10. Serve on Walton House Board and Sigma Sigma Sigma Foundation Board as an ex-officio member
11. Serve on the Audit and Investment Committee and on other Committees as assigned by the National President