

Position Summary:

Executive Council members:

- Engage in governance leadership.
- Serve as visionary leaders who are accountable for the strategic direction of the organization.
- Ensure the organization's operations are consistent with the mission, vision, and values and align with strategic initiatives.
- Conduct strategic discussions to position Sigma Sigma Sigma for success and to ensure the long-term sustainability of the organization.
- Have the authority to govern and make decisions on behalf of the sorority.

Essential Duties and Responsibilities of ALL Executive Council members:

- Set the strategic direction of the organization.
- Determine and continually evaluate the organization's mission, vision, and values to ensure relevancy.
- Have knowledge and understanding of Tri Sigma's Bylaws, national policies, and position statements.
- Evaluate organization's programs, services, and processes to ensure alignment with the mission, vision, values, and strategic plan.
- Assess strategic plan quarterly to monitor progress of achieving objectives.
- Ensure effective year-round organizational planning.
- Make necessary changes related to the Bylaws and national policies during the interim between conventions.
- Oversee and assess progress of achieving strategic plan objectives.
- Provide sound financial management and exercise fiscally prudent decision-making.
- Maintain legal/ethical integrity and accountability.
- Minimize exposure to risk and crisis.
- Attend all meetings of the Executive Council, conference calls, and meetings of the sorority.
- Prepare in advance for meetings and other key Council activities.
- Engage in independent and critical thought in all areas of Council work.
- Attend special events and other key sorority-related meetings and activities, as needed.
- Serve as liaison(s) to standing committees/taskforces/special committees and present progress reports during Executive Council meetings/conference calls.
- Review all reports, minutes, and financial statements in a timely manner.
- Correspond with members, chapters, staff, and volunteers, as needed.
- Hire the executive director.
- Support the executive director and conduct an annual performance review.
- Participate in conferences with the executive director, as needed.
- Provide input and/or write articles for sorority publications and other communications/messaging materials, as needed.

- Recruit new candidates for Council service and participate in Council transition and orientation.
- Attend national programs and Convention.

Additional duties and responsibilities specific to the national president

- Prior Council service preferred for national president.
- Preside at Executive Council meetings and conference calls.
- Supervise the work of the executive director.
- Participate in regular conferences with the executive director.
- Attend National Panhellenic Conference meetings.
- Confer with the national treasurer and review investment portfolio.
- Make decisions, as necessary, in any emergency and then consult with Executive Council regarding further action.
- Serve as the final authority on behalf of Executive Council.
- Conduct annual board self-evaluation and goal setting sessions.
- Serve as ex-officio member of the Sigma Sigma Sigma Foundation.
- Preside at National Convention.

Additional duties and responsibilities specific to the national treasurer:

- Serve in the absence of the national president, or in case of emergency or vacancy, serve as chair pro tem until Executive Council can elect a national president.
- Confer with the executive director to prepare an annual budget and annual financial reports.
- Monitor financial transactions made by the staff accountant.
- Open savings and checking accounts, monitor weekly bank balances and make necessary transfer(s) of funds in cooperation with the staff accountant.
- Report regularly to Executive Council, regarding financial matters and impacts on sorority operations.
- Prepare requests for chapter withdrawals and loans from College Chapter Housing Fund and the Loyalty Fund for Council approval.
- Supervise investments for future financial needs, with the approval of the Executive Council.
- Consult with auditors for annual audit that follows the close of the fiscal year.
- Prepare the triennial financial report to be delivered during Convention.
- Serve as ex-officio member of the Sigma Sigma Sigma Foundation.
- Serve as ex-officio member of the Walton House Board.

Expectations:

- Serve with integrity.
- Honor corporate governance duties of care, loyalty, and obedience.
- Be an exemplary ambassador of Tri Sigma.
- Maintain confidentiality and discretion with Council-related work.
- Enhance the image and credibility of the organization, taking care that personal behavior reflects well on the work and reputation of the organization.
- Exhibit ethical standards and conduct.
- Make a financial commitment to support the Sorority and the Foundation.

Qualities:

- Confident decision-making skills.
- Ability to think strategically.
- Possess industry knowledge and business acumen.
- Proven leader in area of service.
- Willingness to listen and learn.
- Superior oral and written communication skills.
- Ability and willingness to work as a team player.
- Strong organizational skills.

Time Commitment:

National President: Approximately 20+ hours per week*

National Treasurer: Approximately 15 hours per week*

National Vice Presidents: Up to 10 hours per week*

Weekday and weekend travel required, as needed.

*not inclusive of travel time

Membership Status: Must be a Sigma Sigma Sigma alumna, in good standing.