

# SIGMA ALPHA SORORITY



# NATIONAL SORORITY BOARD HANDBOOK

Sigma Alpha National Sorority Board Handbook  
Roles & Responsibilities  
March 2014

# NATIONAL SORORITY BOARD GUIDELINES

## LEADERSHIP

The National Sorority Board (NSB) is composed of volunteer leaders that maintain focus on the Sorority's mission and strategic goals in governing and developing policy and setting a course for Sigma Alpha Sorority's future.

## FUNCTIONS

The NSB functions are to govern, to develop policy and positions, and to be visionaries – future focused fiduciaries, to oversee the Sorority's national operations and management in accordance with the National Bylaws, policies and procedures; provide leadership and guidance to chapters, to facilitate bonds of sisterhood between members and National Sorority Board, and to serve as representatives of Sigma Alpha at sorority, industry and affiliated association events.

## MANAGEMENT

Paid staff and subcontractors are responsible for the administration of the Sorority. The Staff act as partners to the NSB, advancing the goals and strategies, while taking care of the daily administrative needs unique to nonprofit organizations. The NSB Executive Committee oversees the Sorority's management.

## QUALIFICATIONS

NSB Members shall have the following qualifications in addition to the specific position requirements in the National Bylaws:

1. Sorority member for at least three (3) years.
2. Current alumni status with paid national alumni membership.
3. Knowledge of the Sorority, its history, objectives, National Bylaws and policies.
4. Ability to travel throughout the country as a representative of the sorority, as necessary.
5. Ability to communicate with members, national leadership team and industry and association representatives.
6. Attend Convention/Conclave in the year of election.

## LEGAL PRINCIPLES

**Duty of Care** – requires leaders to use reasonable care and good judgment in making their decisions on behalf of the interests of the Sorority.

**Duty of Loyalty** – requires leaders to be faithful to the Sorority, avoiding conflicts of interest. If there is a potential conflict of interest, the Board member

shall remove themselves from the vote/situation. Treat all information discussed or exchanged in confidence.

**Duty of Obedience** – requires leaders to comply with governing documents (i.e., bylaws, articles of incorporation, policies, etc.)

### **RESPONSIBILITIES**

1. Determine in advance the Sorority's mission and purpose.
2. Select the chief paid executive (not support staff) as well as CPA and Attorney.
3. Support the chief executive and assess performance periodically – usually measured against the strategic plan.
4. Ensure effective organizational planning; determine how the Sorority carries out its mission through long and short range planning and regular review.
5. Ensure adequate resources (funds, time, volunteers, staff, technology, etc.)
  - a. adopt an annual budget, as approved by National Chapter Congress, and provide fiscal oversight
  - b. recruit, orient and develop board members (succession planning)
  - c. evaluate the performance of the overall board, with self-evaluation by board members
6. Resource and financial oversight – ensure that appropriate financial, legal, tax and personnel review systems are in place, and understand financial information and processes.
7. Determine, monitor and enhance programs and services.
8. Promote the Sorority's image.
9. Ensure legal and ethical integrity and maintain accountability.

### **LEVEL OF COMMITMENT**

NSB Members will be required to carry out the following duties during their term of service:

Complete duties for your specific elected position as specified below.

Submit officer reports by the established date, via email, prior to each scheduled NSB meeting and conference call.

Review officer and committee reports submitted by fellow NSB members prior to each scheduled NSB meeting and conference call.

**Meeting Attendance** – NSB members are expected to attend annually:

1. Convention and Conclave
2. An all day Board Meeting on the Sunday of Convention and Conclave weekend
3. Board Meetings as scheduled
4. One Leadership Seminar
5. Regularly scheduled meetings via conference call
6. Any other events and travel as required

7. **Committee Involvement** – NSB members are expected to serve on committees as needed during their term of office. Some officer positions require that the NSB member serve as the committee chair. Refer to specific position descriptions for more information.
8. **Work Outside Board Meetings and Committee Work** – NSB members are expected to maintain timely correspondence (within 5-7 days) and complete responsibilities as assigned.
9. Submit National Annual Report submission by July 1<sup>st</sup> to NSB President.
10. Submit expense reports pursuant to the Expense and Travel Policy.
11. All other guidelines, requirements, and qualifications of the Sigma Alpha NSB elected officer are outlined in the National Bylaws and NSB Handbook.
12. If you are unable to accomplish the above, you need to contact NSB President immediately. The impeachment of NSB members shall be handled in accordance with the provisions set forth in Article VI Section 12 of the National Bylaws.

### **DELIVERABLES**

All reports, including officer reports, national chapter visit reports, committee reports and event reports are to be provided via email to the NSB members, as well as any other identified representatives, as directed. Other specific deliverables will be determined according to the position description and responsibilities assigned.

## **DUTIES OF THE PRESIDENT**

<b>REPORTS TO:</b>	Membership
<b>DESCRIPTION:</b>	Elected by the membership; Member of the Executive Committee; Maintains voting privileges on NSB
<b>PURPOSE:</b>	Chief Elected Officer of the Sorority
<b>TERM:</b>	2 years
<b>ESTIMATED HRS/MTH:</b>	30-40

The duties of the President shall include, but are not limited to:

- Contains the right to vote during NSB meetings, just as any NSB member.
- Call, provide notice, prepare agenda and preside during all meetings of the Executive Committee
- Call, provide notice, prepare agenda and preside during all meetings of the NSB (generally 1 per month), Winter Board Meeting and National Chapter Congress.
  - Send out a meeting reminder, logistics information, and agenda at least seven (7) days before each board meeting.
  - Review NSB Guidelines quarterly to ensure requirements are being met.
  - For WBM, coordinate logistics with Executive Director, develop handbook with all necessary documents, agendas, information for the meeting. Prepare printed handbooks, as requested. Coordinate training as necessary, including, parliamentary procedure training.
- Oversee the completion of the National Annual Report.
  - a. Distribute draft annual report to two (2) editors and incorporate their feedback.
  - b. Provide finalized annual report for inclusion at National Convention
- Maintain the National Strategic Plan and NSB Handbook.
  - Establish, review and maintain Strategic Plan
- Serve as primary point of contact with Executive Director and Alpha Resources to ensure effective administration of Sorority work and priorities and preservation of Sorority property.
- Facilitate the performance review of the Executive Director with the Executive Committee on a yearly basis.
- Manage all standing and special committee assignments.
  - Review Article IX of the National Bylaws to assign the correct members to the correct committees.
  - Correspond with all standing and special committees. Notify them of their goals, any NSB expectations and explain the submitting of minutes, timelines, etc.
- Serve as an ex-officio member of each committee.
- Serve as the National Appeals Committee Chair.
  - Hear appeals of disciplinary actions taken by the NSB on chapter(s) or member(s).

- Facilitate meetings as necessary and report decisions in an efficient manner.
- Serve as a voting member of the Finance Committee.
- Serve as an authorized signer on Sorority bank accounts and documents with NSB Treasurer and Executive Director.
- Prepare a President's Message due 15 days before publication date of the *Emerald Times*
- Visit local chapters upon invitation/request or as needed
- Represent the Sorority, as necessary, at official functions and affiliate organization events
- Maintain regular contact with members of the NSB, individually and collectively, to make sure each has what they need to complete their respective responsibilities and fulfill their NSB duties, including the goals and objectives
- Maintain a working relationship and information exchange with the Educational Foundation Board in conjunction with the Executive Director.
- Collect Honorary Member, Associate Member and Board Choice Nominations
  - Make recommendations to NSB for recipient determination prior to convention
  - Notify recipients and determine their attendance at convention

## **DUTIES OF THE VICE PRESIDENT**

<b>REPORTS TO:</b>	President
<b>DESCRIPTION:</b>	Member of the Executive Committee; Maintains voting privileges on NSB; Succeeds to office of President should the position become vacant
<b>PURPOSE:</b>	To have general charge of alumni program and represent alumni interests
<b>TERM:</b>	2 years
<b>ESTIMATED HRS/MTH:</b>	20-30

The duties of the Vice President for Alumni shall include, but are not limited to:

- Preside over meetings in the absence of the NSB President.
- Oversee Alumni Affairs
- Work with staff to maintain a current listing of all paid Alumni.
- Serve as the primary contact between NSB and alumni chapters, alumni development chapters and alumni-at-large
- Create alumni materials for the National Chapter Guide
- Provide content specific to alumni to be published in *Emerald Times*
- Review Alumni Chapter Annual Reports
- Grow the alumni chapter presence and increase alumni participation
- Develop, research, and implement new benefits and programs for alumni
- Develop and present alumni programming during Convention
- Develop, establish guidelines, and oversee implementation of programs to enhance alumni participation with chapters as needed
- Serve as chairman of the Fellowship Committee
- Work with Communications Director to distribute news releases to membership

## **DUTIES OF THE COLLEGIATE MEMBERSHIP DIRECTOR**

<b>REPORTS TO:</b>	President
<b>DESCRIPTION:</b>	Maintains voting privileges on NSB
<b>PURPOSE:</b>	To have general charge of collegiate program and represent student interests
<b>TERM:</b>	2 years
<b>ESTIMATED HRS/MTH:</b>	20-30

The duties of the Collegiate Membership Director shall include, but are not limited to:

- Oversee Chapter Consultant Program in coordination with National Sorority Staff
- Oversees all aspects of Sigma Alpha student and chapter activities, communications and programming
- Reviews existing chapter policies and proposes changes when necessary to the NSB
- Oversees team to handle all aspects of any situation involving a chapter crisis or emergency in coordination with National Sorority Staff
- Submit articles to Emerald Times that relate to the collegiate chapters, as necessary
- Co-chair of the Fellowship Committee
- Work with the Director of Development to oversee membership Candidate Education Program (MCEP) and Recruitment Coordinator
  - Update the Membership Candidate Education Program and Recruitment materials for the National Chapter Guide by April 1<sup>st</sup> and December 1<sup>st</sup> each year.
- Work with Communications Director to distribute news releases to membership



## **DUTIES OF THE TREASURER**

<b>REPORTS TO:</b>	President
<b>DESCRIPTION:</b>	Maintains voting privileges on NSB; Serves as a member of the Executive Committee
<b>PURPOSE:</b>	To have general charge of the Sorority's finances
<b>TERM:</b>	2 years
<b>ESTIMATED HRS/MTH:</b>	15-20

The duties of the Treasurer shall include, but are not limited to:

- Oversee the management of all financial records and accounts
  - Serve as a signer on all Sorority accounts; co-sign all checks over \$5000 along with Executive Director or NSB President
- Audit and review for accuracy the monthly financial reports submitted by Executive Director
- Present monthly financial reports, including Balance Sheet and Profit/Loss Statement, to NSB with budget comparative
- Work with Executive Director to prepare annual budget to be approved by National Chapter Congress
  - Recommend changes to fee structure and budgetary line items as needed
  - Approve all non-budgeted expenditures
- Serve as Finance and Ethics Committee Chair
- Review quarterly Financial Statements
- Conduct Annual review of Sorority finances
- Review Annual Financial Statements and Budget
- Review existing and new investments on a quarterly basis allocate excess money accordingly each year
- Investigate other support materials for chapter fundraising purposes
- Review, revise and recommend new policies that will improve the Sorority's financial management, accounting systems and reporting, and overall financial growth
- Serve as liaison for the Sigma Alpha Sorority Educational Foundation
- Create and maintain Treasurer's Manual
  - Arrange transition.
  - Complete paperwork for authorization of new signature.
  - Share passwords for online banking.

## **DUTIES OF THE SECRETARY**

<b>REPORTS TO:</b>	President
<b>DESCRIPTION:</b>	Maintains voting privileges on NSB
<b>PURPOSE:</b>	To record and maintain all official decisions of the Sorority Board; to see to the review and maintenance of the Sorority's organizational documents and records
<b>TERM:</b>	2 years
<b>ESTIMATED HRS/MTH:</b>	10-15

The duties of the Secretary shall include, but are not limited to:

- Serve co-chair the Finance and Ethics Committee
- Review Risk Management Policy, Member Code of Conduct and National Leadership Team Code of Conduct annually.
- Maintain Sigma Alpha Policy Manual, facilitate policy manual review and submittal to chapters for input
- Facilitate bylaw review and submit proposed bylaw amendments to NSB by May NSB meeting.
- Revise National Chapter Congress Standing Committee Rules and submit to NSB by May NSB meeting
- Provide an overview of Proposed Bylaw Amendments and National Chapter Congress Standing Committee Rules at National Convention Delegate Session.
- Make changes to National Bylaws as approved by Chapter Congress by November 1<sup>st</sup> and send completed Bylaws to NSB President.
- Review housing reports from House Corporations and chapters within 30 days of receipt.
- Record minutes at all NSB Meetings and National Chapter Congress
- Distribute minutes to entire leadership team within one week following the meeting.
- Maintain an electronic file of minutes from all meetings.

## **DUTIES OF THE EX OFFICIO**

<b>REPORTS TO:</b>	President
<b>DESCRIPTION:</b>	Maintains advisory, non-voting privileges on NSB
<b>PURPOSE:</b>	To serve as a valuable resource to incoming President; to oversee the Sorority's succession planning; to maintain the Sorority's archives and information with historic significance
<b>TERM:</b>	1 year
<b>ESTIMATED HRS/MTH:</b>	10-15

The duties of the Ex Officio shall include, but are not limited to:

- When an Ex Officio is not on NSB, the Secretary shall oversee these duties.
- Serve as Nomination Committee Chair
  - Oversee NSB applications that are posted sixty (60) days prior to National Chapter Congress
  - Prepare a report to be presented during National Chapter Congress
- Work with Communications Director to distribute news releases to membership

## DUTIES OF THE DEVELOPMENT DIRECTOR

<b>REPORTS TO:</b>	President
<b>DESCRIPTION:</b>	Maintains voting privileges on NSB
<b>PURPOSE:</b>	To oversee the Sorority's expansion efforts
<b>TERM:</b>	2 years
<b>ESTIMATED HRS/MTH:</b>	15-20 (Requires additional travel)

The duties of the Development Director shall include, but are not limited to:

- Oversee chapter advisors
  - Work with Alpha Resources to maintain a current listing of all advisors.
  - Serve as a resource person for new and current advisors.
  - Submit updates to *Emerald Times* focusing on advisors.
  - Oversee training curriculum for new advisors to be instructed annually at National Convention.
  - Conduct quarterly Advisor Calls.
- Sorority In Development (SID)
  - Attend Chapter Consultant conference calls as needed
  - Oversee collegiate SID and interest groups and help them through the SID Process.
  - Conduct Monthly Chapter Calls with SID chapters until they retain collegiate chapter status.
  - Maintain list of interest groups which may have potential interest in starting a Sigma Alpha Chapter and follow up on school leads
  - Work with AGR Recruitment Chair to determine how to expand as applicable
  - Maintain SID Guide by Winter Board Meeting.
  - Work with Staff to oversee resources available to SID
  - Travel as needed for Activation and Informational Meetings.
- Chair of Scholarship Committee
- Work with Director of Collegiates to oversee membership Candidate Education Program (MCEP), Recruitment Coordinator
- Update the Membership Candidate Education Program and Recruitment materials for the National Chapter Guide by April 1<sup>st</sup> and December 1<sup>st</sup> each year.
- Work with Communications Director to distribute news releases to membership

## **DUTIES OF THE OUTREACH DIRECTOR**

<b>REPORTS TO:</b>	President
<b>DESCRIPTION:</b>	Maintains voting privileges on NSB
<b>PURPOSE:</b>	To serve as Sorority liaison to agriculture-related organizations; maintain regular communication and build relationships based upon common interests
<b>TERM:</b>	2 years
<b>ESTIMATED HRS/MTH:</b>	15-20 (Requires additional travel when needed)

The duties of the Outreach Director shall include, but are not limited to:

- Invite affiliate organizations to Sigma Alpha events (such as National Convention, Leadership Seminars).
- If you are unable to answer a question or need assistance, contact the NSB Executive Committee.
- Serve as the NSB liaison and work with staff to grow and sustain relationships with agriculture related organizations. Serving as a liaison includes but is not limited to:
  - Completing paperwork necessary for affiliate memberships by assigned due dates.
  - Ensure affiliates have up-to-date NSB contact information.
  - Develop an affiliate annual report as required by each affiliate organization.
  - Apply for affiliate awards as available and applicable.
  - Promotion is a key to our membership. Thus, write articles for the affiliate newsletters, participate in contests, check affiliate websites at least monthly and inform members about opportunities with affiliate organizations.
  - Identify and communicate scholarship opportunities from affiliates to members.
  - Research additional opportunities to expand relationships.
  - Sigma Alpha has current and previous relationships with and/or has attended the following events:
    - American Agri-Women (AAW)
    - National FFA Organization
    - Agriculture in the Classroom (AITC)
    - National 4-H
    - Agriculture Future of America (AFA)
    - National Farm Bureau
    - Executive Women in Agriculture
    - Top Producer
- Strengthen and expand industry relations.
- Provide news and updates from affiliates to Communication Director for inclusion in the *Emerald Times*.
- Prioritize involvement with affiliate organizations.

- Work with Sigma Alpha Sorority Educational Foundation to identify scholarships to attend affiliate events where applicable.
- Coordinate an AITC for National Convention with the Professional Development Director as needed.

## **DUTIES OF THE PROFESSIONAL DEVELOPMENT DIRECTOR**

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<b>REPORTS TO:</b>	President
<b>DESCRIPTION:</b>	Maintains voting privileges on NSB
<b>PURPOSE:</b>	To oversee the Sorority's professional development programming for the benefit of collegiate and alumni members
<b>TERM:</b>	2 years
<b>ESTIMATED HRS/MTH:</b>	15-20

The duties of the Professional Development Director shall include, but are not limited to:

- Leadership Committee Chair
- Drives Sigma Alpha Leadership Seminar involvement
  - Serve as the Leadership Seminar Coordinator or work with the appointed Leadership Seminar Coordinator to facilitate the position, answer questions, oversee completion of responsibilities as listed, and monitor work load and time required to complete responsibilities.
  - Participate in the Leadership Seminar Steering Committee with Alpha Gamma Rho to facilitate Leadership Seminars.
  - Assist with Leadership Seminar contract with Executive Director and AGR; submit to approval to NSB; obtain Executive Director's signature on Leadership Seminar contract prior to July.
  - Attend planning, facilitator training and other meetings as requested.
  - Evaluate participation with Alpha Gamma Rho.
- Agriculture Advocate Award applications

## **DUTIES OF THE COMMUNICATIONS DIRECTOR**

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<b>REPORTS TO:</b>	President
<b>DESCRIPTION:</b>	Maintains voting privileges on NSB
<b>PURPOSE:</b>	To oversee the Sorority's communications; to assure a consistent message is conveyed across all channels and Sorority audiences
<b>TERM:</b>	2 years
<b>ESTIMATED HRS/MTH:</b>	10-20

- Serve as Editor of *Emerald Times*
  - Solicit editorial content from NSB members and others on relevant and timely topics
  - Oversee *Emerald Times* and the distribution to all members, associate members, honorary members, founding members, advisors, SID members and sponsors.
- Publicity
  - Establish communications plan and timeline
    - Specify content/topics for each communication
    - Solicit, review and edit content with authority to revise as necessary according to a NSB approved plan
  - Develop alternative ways to promote Sigma Alpha, such as an interactive CD, video, etc.
  - Oversee the editing of news releases for award winners and other accomplishments.
  - Oversee the creation Sigma Alpha marketing tools targeting chapter recruitment, industry sponsorship, publicity, informational meetings, FFA National Convention and other events.
  - Correspond with the Professional Development Director on developing the convention brochure and publicity material.
- Solicit or provide content for Sorority Website; Review website in detail at least monthly for accuracy and consistency of Sorority messaging
  - Work with NSB and Alpha Resources to keep the website current with appropriate information for our members and sponsors.
  - Coordinate with Alpha Resources for any technological needs or assistance.
  - Answer questions individual chapters may have to establishing their own website.
  - Prepare or review content for messages to members.
  - Look for other websites that should have links to Sigma Alpha site (ex. Greekzone, greeknet, jewelry supply, and others) and update listings as needed.
- Serve as Sigma Alpha Sorority's historian to maintain historical material for Sigma Alpha Sorority
  - Maintain historical material for Sigma Alpha Sorority.
  - Update and maintain the National Scrapbook and maintain the written history.



- Compile all the chapter and board scrapbook pages into a book after convention.