

# SIGMA SIGMA SIGMA

| Volunteer Position Description                |  |  |
|---|--|--|
| <b>Position Title:</b>                        | EXECUTIVE COUNCIL  |  |
| <b>Summary of the Position:</b>               | Executive Council will lead the organization to fulfill its mission and vision.  |  |
| <b>Essential Duties And Responsibilities:</b> | <p><b>Specific Tasks</b></p> <ul style="list-style-type: none"> <li>▪ <b>Determine the organizations mission, purpose, and vision.</b> 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.</li> <li>▪ <b>Serve as the supreme governing body between Conventions.</b> The Council will be responsible to make governing decisions on matters that are time sensitive and can not 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.</li> <li>▪ <b>Select the Executive Director (ED).</b> When necessary to select a new ED, the Council must reach consensus on the Executive Director's job descriptions and undertake a careful search process to find the most qualified individual for the position.</li> <li>▪ <b>Support the Executive Director and review his/her performance.</b> 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.</li> <li>▪ <b>Ensure effective organizational planning.</b> 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.</li> <li>▪ <b>Provide sound financial management.</b> The Council will approve the budget of the sorority. They will work to ensure</li> </ul> |  |



# SIGMA SIGMA SIGMA

|                            |  |  |
|----------------------------|--|--|
|                            | <p>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.</p> <ul style="list-style-type: none"> <li>▪ <b>Determine, monitor, and strengthen the organizations programs and services.</b> 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 representative of the organization. They will consider recommendations brought to Council attention by Alumnae/Collegiate Advisory Committee, collegiate chapters, alumnae chapters, National Officers and members at large. Appoint National Officers as are deemed necessary to carry on work of the Sorority.</li> <li>▪ <b>Enhance the organizations public standing.</b> 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.</li> <li>▪ <b>Ensure legal and ethical integrity and maintain accountability.</b> The Council is ultimately responsible for ensuring adherence to legal standards and ethical norms. Solid personnel policies, grievance procedures, and a clear delegation to the Executive Director of hiring and managing employees will help ensure proper decorum in this area. The board must establish pertinent policies, and adhere to provisions of the organizations bylaws and articles of incorporation.</li> <li>▪ <b>Recruit and orient new Council members and assess Council performance.</b> Members of the Council are expected to attend Executive Council meetings as scheduled and provide semi-annual, annual, and triennial reports.</li> <li>▪ Prepare annual and triennial reports as directed</li> <li>▪ Attend National Convention, regional conferences and other meetings as directed by the supervisor</li> </ul> |  |
| <p><b>Expectations</b></p> | <ul style="list-style-type: none"> <li>▪ Pay National Alumnae Dues annually</li> <li>▪ Follow all national and local policies</li> </ul>   |  |



# SIGMA SIGMA SIGMA

|                            |   |  |
|----------------------------|---|--|
|                            | <ul style="list-style-type: none"> <li>▪ Be a positive advocate of Sigma Sigma Sigma</li> </ul>   |  |
| <b>Qualifications:</b>     | <ul style="list-style-type: none"> <li>▪ Membership and knowledge of Sigma Sigma Sigma</li> <li>▪ Working knowledge of Sigma Sigma Sigma policies and procedures</li> <li>▪ Commitment to the values, mission and philosophy of Sigma Sigma Sigma</li> <li>▪ Strong decision making skills</li> <li>▪ Ability to think strategically</li> <li>▪ Willingness to listen and learn</li> <li>▪ Good oral and written communication skills</li> <li>▪ Knowledge and support of Tri Sigma Foundation</li> </ul> |  |
| <b>Commitment Required</b> | <ul style="list-style-type: none"> <li>▪ 20 Hours Per Week</li> <li>▪ Travel 15-20 days per year or, as required</li> </ul>   |  |

