

SIGMA SIGMA SIGMA

Volunteer Position Description		
Position Title:	EXECUTIVE COUNCIL	
Summary of the Position:	Executive Council will lead the organization to fulfill its mission and vision.	
Essential Duties And Responsibilities:	<p>Specific Tasks</p> <ol style="list-style-type: none"> Determine the organizations mission, purpose, 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. Serve as the supreme governing body between Conventions. 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. Select the Executive Director (ED). 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. Support the Executive Director and review his/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. 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. Provide sound financial management. The Council will approve the budget of the sorority. They will work to ensure 	

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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 organizations 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 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.
8. **Enhance the organizations 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 and ethical integrity and maintain accountability.** 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.
10. **Recruit and orient new Council members and assess Council performance.** Members of the Council are expected to attend Executive Council meetings as scheduled and provide semi-annual, annual, and triennial reports.

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<p>Expectations</p>	<ol style="list-style-type: none"> 1. Exemplify the mission and values of Tri Sigma 2. Pay National Alumnae Dues annually 3. Follow all national and local policies 4. Be a positive advocate of Sigma Sigma Sigma 5. Attend all Executive Council meetings and conference calls 6. Attend Tri Sigma National Conventions and other national conferences 7. Represent the National Organization at chapter celebrations, award presentations or other similar events 8. Commitment to the values, mission and philosophy of Sigma Sigma Sigma 9. Contribute \$1,000 annually to the Sigma Sigma Sigma Foundation 10. Serve as Executive Council liaison on Standing Committees/Taskforces 11. Review all reports, minutes and financial reports in a timely manner 12. Send notes of praise or congratulations to members, chapter, staff, National Volunteers, as needed 13. Provide input or write articles for The Triangle, blog, and other publications, as needed 	
<p>Qualifications:</p>	<ol style="list-style-type: none"> 1. Membership and knowledge of Sigma Sigma Sigma 2. Working knowledge of Sigma Sigma Sigma policies and procedures 3. Strong decision making skills 4. Ability to think strategically 5. Willingness to listen and learn 6. Good oral and written communication skills 7. Knowledge and support of Tri Sigma Foundation 	



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Commitment Required	<ul style="list-style-type: none"> ▪ 20 Hours Per Week ▪ Travel 15-20 days per year or, as required 	
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NATIONAL PRESIDENT AND NATIONAL TREASURER

Essential Duties and Responsibilities

National President:	<ol style="list-style-type: none"> 1. Call and conduct annual evaluation and goal setting session as part of Executive Council meeting 2. Supervise the work of the Executive Director 3. Participate in regular conferences with the Executive Director 4. Coordinate the work and oversee consistency of national policy of all officers of the Sorority 5. Attend National Panhellenic Conference meetings 6. Report to National Volunteers, collegiate and alumnae chapters the decisions made at the Executive Council meeting and ways of implementing new programs 7. Report to all collegiate and alumnae chapter and National Volunteers matters discussed at the A/CAC meetings, the recommendations made and then subsequent action of the Executive Council 8. Review investment programs and co-sign savings and loan investments and withdrawals 9. Enforce observance of the Constitution and Standing Rules and policies of the Sorority 10. Serve as the final authority on behalf of Executive Council when disciplinary action is taken in the case of a member or a chapter 11. Monitor finances of Sigma Sigma Sigma and study accountant financial reports 12. Make decisions as necessary in any emergency and then refer to Council for endorsement 	
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	<ol style="list-style-type: none"> 13. Approve all printed and visual material of Sigma Sigma Sigma to see that it meets national policy and philosophy 14. Is an ex-officio member of the Sigma Sigma Sigma Foundation 15. President at National Convention 16. Monitor progress report of departments in moving toward goals 17. Evaluate reports and make decisions as to need for support and what support can be given 18. Represent all members of Sigma Sigma Sigma on Executive Council and preside over meetings and calls 19. Work with Tri Sigma staff and National Volunteers as needed 	
<p>National Treasurer:</p>	<ol style="list-style-type: none"> 1. Serve in the absence of the National President, or in case of emergency, serve as Chairman pro tem until Council can elect a National President 2. Confer with the Executive Director to prepare an annual budget or annual financial reports 3. Monitor disbursements of funds by National Headquarters Accountant 4. In conjunction with the Executive Director, open savings and checking accounts, depositing and withdrawing funds as necessary for efficient Sorority experience 5. Approve chapter withdrawals and chapter loans from College Chapter Housing Fund and the Loyalty Fund; consider requests for dispensation from contribution to College Chapter Housing Fund and Loyalty Fund 6. Invest 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 8. Consult with auditors for annual audit that follows the close of the fiscal year on June 30 	



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	<ol style="list-style-type: none">9. Confer annually with the Executive Director on the purchase of appropriate insurance coverage for the protection of the organization10. Serve on Walton House Board and Sigma Sigma Sigma Foundation Board as an ex-officio member11. Serve on the Audit and Investment Committee and on other Committees as assigned by the National President	



Sigma Sigma Sigma National Headquarters

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