



## National Panhellenic Conference Board of Directors Director Position Description

The National Panhellenic Conference (NPC) Board of Directors (BOD) is comprised of seven members, two of whom serve in rotation and the remaining five are elected by the NPC Council of Delegates (COD), and has full power and authority for governing the affairs of NPC. The BOD establishes corporate policy, sets the strategic direction of NPC, oversees resources and monitors organizational performance as defined in the bylaws of the Corporation.

NPC Directors (board members) are responsible for the following duties:

### Strategy

- Serve as a visionary guidepost of NPC, maintaining a strategic perspective and continuously anticipating future trends to address the needs of the Conference.
- Actively participate in the development of the NPC strategic plan.
- Collaborate with the chief executive officer (CEO) to successfully implement and monitor initiatives as outlined in the strategic plan.
- Actively engage in ongoing industry and trend education opportunities.
- Enhance NPC's public standing.
- Represent NPC to all stakeholders: member organizations, campus-based professionals, interfraternal partners and supporters of the sorority experience.

### Oversight

- Ensure adherence to the NPC mission, vision and purpose.
- Select, support and evaluate the CEO.
- Ensure adequate financial resources to meet objectives of the conference.
- Provide proper resource oversight and stewardship.
- Uphold standards of conduct in accordance with the Indiana Nonprofit Corporation Act of 1991, as amended.
- Establish board, standing and special committees.
- Approve appointment of standing and special committee chairmen.

### Policy

- Establish, interpret and maintain corporate policies to ensure orderly operation.
- Uphold the NPC Unanimous Agreements, policies, best practices and bylaws.
- Adopt amendments to the NPC bylaws for ratification by the COD.
- Review and revise policies related to crisis communication, media relations and legal strategies.

### Collaboration

- Collaborate with interfraternal partners, campus-based professionals and supporters of the sorority experience.
- Represent the National Panhellenic Conference.
- Communicate relevant information/updates to the COD.
- Consult with specialists hired by NPC.

### Time Commitment and Travel Expectations

- Five to ten hours of service per month including monthly board meetings/calls.
- Three to four in-person board meetings/retreats per year to include NPC Annual Membership Meeting and Annual Educational Conference.
- Additional travel, as needed and budget permitting, to industry conferences and advocacy engagements.

Other Expectations for NPC Directors:

- Accept and abide by the legal and fiscal responsibilities of the BOD as specified by the Articles of Incorporation, state statutes and bylaws.
- Acknowledge NPC service is exclusive to board of directors, to be free of Conference operational duties.
- Be familiar with the NPC Unanimous Agreements, policies, best practices and bylaws.
- Maintain a conflict-free approach to board responsibilities and comply with conflict of interest policy (including service on industry boards with possible competing interests)
- Participate in board orientation and continuing education and development programs.
- Prepare for and actively participate in all BOD meetings, as well as conference calls and other meetings as needed.
- Assess and make annual recommendations regarding performance and effectiveness of the BOD as a whole and of individual directors.
- Attend special meetings for any lawful purpose by the request of 20 percent of the voting directors.
- Vote on actions without meeting.
- Attend executive sessions as called by a majority vote of the BOD.
- Adhere to deadlines and ensure timely responsiveness from both internal and external constituents.
- Communicate with member organizations to cultivate effective working partnerships.
- Maintain the confidential nature of board deliberations.
- Make decisions that are in the best interest of the Conference as a whole, putting aside personal concerns and affiliations.
- Actively support board decisions and work with fellow board members in a spirit of cooperation.
- Understand the role of the board as a policy-making body and empower volunteers and staff to manage day-to-day operations of the Conference.
- Maintain a strategic orientation to carry out board member responsibilities free of operational roles to include, but not limited to, NPC area advisor, RFM specialist and/or chairman of standing committees.
- Work collaboratively, respectfully and cooperatively with the CEO and stakeholders.
- Serve as a liaison, as necessary, to special committees.
- Act as an informed advocate of NPC.