

**Volunteer Position Description  
For  
2017-2019 Executive Board**

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**General Summary**

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The Executive Board is made up of a President, a Vice President of Finance, and six Vice Presidents, all of whom shall be alumnae members of the Fraternity, elected by Council during Convention. These officers constitute the voting members of the Executive Board.

All officers shall serve for the biennium. No officer shall serve more than three consecutive terms in the same office except the International President who shall serve no more than two consecutive terms in the same office.

The Executive Board shall have all those powers necessary or proper to carry out the object, purpose, and business of the Fraternity.

An Executive Director, a legal counsel, and an investment counselor shall be appointed by the officers to serve on the Executive Board without a vote. The immediate Past International President will serve as an advisor on the Executive Board without a vote for one term.

**Primary/Key Responsibilities**

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General

- Establish and implement the vision and strategy to drive excellence and support the Fraternity.
- Chair and/or serve on one or more board committees/task forces.
- Serve as a role model demonstrating the value of AOII involvement.
- Participate in the selection, hiring, and supervision of AOII's Executive Director.
- Appoint a member of the Fraternity to fill a vacancy in any international office or position as provided by the AOII Bylaws.
- Appoint the Fraternity auditor, legal counsel, investment counselor and jeweler.
- Appoint the Board of Directors of Alpha Omicron Pi Properties, Inc.
- Adopt and or amend the Standing Rules and Fraternity polices.
- Demonstrate accountability for the consistent execution of AOII policies and procedures.
- Oversee the financial health of the Fraternity and AOII Properties.
- Participate in Foundation stewardship.
- Adopt and enforce rules for the conduct of the Fraternity business.
- Approve communication strategies for the Fraternity.
- Grant or withdraw charters and hold charters in trust.
- Review and make recommendations on all amendments to the Constitution and Bylaws.
- Maintain confidentiality in the execution of board responsibilities.
- Serve as the Board of Directors of the Corporation.
- While serving on the Executive Board, voting board members shall not serve on Alumnae Advisory Committees or as officers of Alumnae Chapters.

## Travel

- Estimated travel time: 15 days per year with majority of the days scheduled during the weekend. The International President, board members involved in extension activities, and liaisons to the Properties Board may incur more travel due to the nature of the position with an estimated travel schedule of 25-30 days per year.
- Attend Leadership Institute.
- Attend International Convention.
- Attend Executive Board meetings (two meetings during a non-convention year and three meetings during a convention year – not including early arrival for pre-LI and pre-convention meetings).
- Attend training sessions and/or meetings as requested.
- Make visits as requested.

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## **Qualifications**

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### Minimum:

- Alumna status for at least 8 years.
- International President: 2 years of prior Executive Board experience including leadership and supervisory roles.
- Support the Fraternity directly through membership in the Life Loyal program.
- If a candidate has not been on the XB, she needs to speak with a current Executive Board Member to better understand the role and responsibilities of being an Executive Board member.
- Ability to serve in a volunteer commitment of approximately 15 hours per week. The International President, Vice President of Finance, and the liaison to the Properties Board can expect a higher level of time commitment due to the nature of the positions. Additional hours can be anticipated to complete special projects.
- Ability to manage multiple projects, keep deadlines and direct others to execute shared plans and goals.
- Ability to read, analyze and interpret information in order to determine strategic direction and long-term plans.
- Ability to develop and maintain positive and productive working relationships within all levels in the organization.
- Ability to collaborate with fellow board members and support board decisions.
- Strong written and verbal communications skills and working knowledge of email and other communications channels.
- Conducts AOII business with the highest level of personal comportment. Conducts all business in an open manner with the highest level of transparency in communication and decision-making. Models honesty and ethical action at all times.
- Make annual fiscal year gifts to the Foundation in alignment with your financial means but at a minimum of the 1897 Society level (\$1,897 in single or cumulative gifts).
- Make annual gifts to the Foundation's Loyalty Fund and to the Endowment Fund or other campaigns at a level to inspire others to contribute.
- Become a member of the Second Century Society with a planned gift to the Foundation.

- Participate actively in fundraising which may include cultivation, solicitation, and stewardship of current and prospective Foundation donors.
- If a candidate is not a current member of Council, she will be responsible for her own expenses related to attending International Convention including, but not limited to, registration fee, room, board, and travel expenses.

Preferred:

- Alumna status for at least 8 years and more than 6 years of experience in a leadership or supervisory role.
- Demonstrated experience in financial matters such as budgeting, cash flow, investments, accounting, and corporations.
- Demonstrated knowledge of the Governing Documents of AOII.
- Demonstrated knowledge of Fraternity Operations and Policies.
- Demonstrated experience serving other non-profit organizations in a leadership role at a local or national level.
- Practical experience guiding and coaching individuals/teams to a desired end.
- Shows aptitude in delivering feedback and motivating individuals/groups to complete projects to meet long-term strategic goals.
- Demonstrated dedication to quality work, communication, and initiatives that align with AOII's mission, vision and strategic plan in a way that shows quantifiable results.
- Articulates AOII's mission, vision, and strategic goals; shows prowess in managing resources, human talent, and personal time to fulfill the strategic objectives of the organization.

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## Knowledge, Skills, Abilities

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### **CULTURE PRINCIPLES:**

1. Accountability and Ownership
2. Collaboration
3. Engagement
4. Innovation
5. Open and Honest Communication

### **GENERAL:**

- Has a passion for AOII and for performance excellence and instills that passion within others.
- Ensures personal work is of highest caliber. Leads by example demonstrating insightful and effective problem-solving abilities. Works with volunteers, peers, and other stakeholders in a professional and positive manner. Models the AOII spirit of service and sisterhood.
- Commits to fostering and building excellence at all levels.
- Demonstrates a knowledge of and commitment to AOII's Culture Principles, leading by example and applying these principles in action.

### **SKILL AREAS:**

**Candidates will possess skills in several skill areas listed 1-7; not all are required. This will allow composition of a board representing balanced strength in all areas:**

#### **1. Fraternity Knowledge**

- Demonstrated experience in the Network with collegiate chapter operations.
- Demonstrated experience in the Network with alumnae chapter operations.
- Direct involvement in the extension process.
- Direct supervision of volunteers.
- Demonstrated experience with Corporation Boards/ Properties.
- Demonstrated knowledge of Fraternity operations.
- Demonstrated knowledge of AOII Governing Documents.
- Demonstrated commitment to <sup>(3)</sup> Engagement with respect to Fraternity knowledge and experience.

#### **2. Finance**

- Demonstrated ability to understand, analyze, and reasonably assess financial statements.
- Participation in financial stewardship to Fraternity and Foundation.
- Demonstrated commitment to <sup>(1)</sup> Accountability and Ownership and to <sup>(3)</sup> Engagement with respect to Fraternity finances.

#### **3. Organizational Development**

- Strategic planning experience.
  1. Ability to read, analyze, interpret information.
  2. Ability to provide strategic direction and develop long-term plans.
  3. Demonstrated <sup>(4)</sup> Innovation in problem solving analysis as well as resolution at a strategic and organizational level.
  4. Proven strength with decision-making skills.
  5. Ability to articulate the organization's strategic focus and priorities.

- Human resource knowledge.
  1. Ability to coach, motivate, and direct others.
  2. Investment in rejuvenating the board, orient new board members, assess board performance.
- People management skills.
  1. Ability to develop and maintain positive and productive working relationships within all levels in the organization.
  2. Ability to lead people and obtain results from others.
  3. Ability and willingness to participate in intentional <sup>(2)</sup> Collaboration with fellow board members and support board decisions.
  4. Ability to put common goals above personal interests.
  5. Displayed skill with both oral and written communication, including presentation abilities, with an emphasis on <sup>(5)</sup> Open and Honest Communication.
  6. Investment in ensuring member trust and understanding.
  7. Focus on representing the membership and ensuring transparency through <sup>(5)</sup> Open and Honest Communication.
  8. Consistently be a role model for AOII sisters, the Greek community, and the community at-large.
  9. Consistently be a positive representative of AOII.
- Demonstrated commitment to <sup>(2)</sup> Collaboration and <sup>(3)</sup> Engagement with respect to Fraternity organizational development.

## **5. Marketing and Communication**

- Demonstrated experience in the development of strategic marketing.
- Demonstrated knowledge/experience in the development of branding/promotional materials.
- Demonstrated experience with a large organizational communication program including web and print materials.
- Demonstrated commitment to <sup>(2)</sup> Collaboration and <sup>(4)</sup> Innovation with respect to Fraternity marketing and communication.

## **6. Other High Level Board Involvement**

- Ability to demonstrate familiarity with governance model (board-governed/staff managed).
- Demonstrated training and development knowledge.
- Demonstrated commitment to <sup>(3)</sup> Engagement and <sup>(5)</sup> Open and Honest Communication with respect to high-level board involvement.

## **7. Higher Education/Greek Life**

- Demonstrated knowledge of trends/models and the impact on membership.
- Ability to demonstrate familiarity with Higher Education organizational structure.
- Demonstrated commitment to <sup>(2)</sup> Collaboration and <sup>(3)</sup> Engagement with respect to higher education and Greek life.

## **8. Legal Skills**

- Demonstrated ability to understand and reasonably assess legal advice provided to the Fraternity.
- Ability to ensure legal and ethical integrity.
- Demonstrated commitment to <sup>(1)</sup> Accountability and Ownership with respect to Fraternity legal matters.

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## **Position Competencies**

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The Executive Board as a whole should display a balance of the following attributes:

- **Critical thinkers**
- **Visionaries**
- **Creative minds**
- **Realists**
- **Idealists**
- **Motivators**
- **Collaborators**
- **Communicators**
- **Willingness to delegate**
- **Innovators**

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## **AOII's Commitment to You**

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Our Fraternity recognizes this is a demanding position but also one that is very rewarding and important to its success.

Our support to help you be successful comes in many forms:

- A thorough orientation process and continued board development.
- Expense budget for travel and to cover necessary costs for the execution of these duties.
- Access and a pledge of two-way communications with staff, volunteers, and stakeholders to share insights and provide input.
- Personal development and friendship through service.