

**Time and Travel Commitment:** Approximately 15-20 hours per month. Additional hours can be anticipated to complete special projects. Travel Approximately 20 days per year to include a combination of weekdays and weekends. The International President, Vice President of Finance, and the Executive Board Vice President who is appointed as a Director on the Properties Board can expect a higher level of time commitment due to the nature of the positions.

Travel expectations include the following:

- Attend International Convention.
- Attend Executive Board in-person meetings.
- Attend training sessions and/or other meetings as requested.

### Why an Executive Board Member

The Executive Board is empowered to carry out the object, purpose, and business of the Fraternity. The Executive Board governs the Fraternity using the Carver method of Policy Governance®. Policy governance is a model of governance that enables the Executive Board to provide strategic leadership in creating the future of the Fraternity, ensuring accountability of the Executive Director to the Executive Board and of the Executive Board to the members.

### Executive Board Structure:

- International President
- Vice President – Finance
- Vice President (6)

Each Executive Board member shall be a good-standing alumnae member of the Fraternity and elected by Council during International Convention. These officers constitute the voting members of the Executive Board and serve as the Board of Directors of the Corporation. 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.

Each Executive Board member is consistently upholding the Object of the Fraternity while operating simultaneously with our Culture Principles through the guidance of the AOII Ends.

Culture Principles:	AOII Ends:
Accountability & Ownership	Ambition
Collaboration	Diversity, Equity & Inclusion
Engagement	Leadership
Innovation	Sense of Belonging
Open & Honest Communication	Service

### An Executive Board member must be able to demonstrate:

- Ability to think strategically, with a willingness to delegate operational details to professional staff.
- Basic understanding of Policy Governance model and demonstrated willingness to participate in self-study and trainings pertaining to Policy Governance.
- Ability and commitment to participate assertively in deliberation, while respecting the opinions of others.
- Knowledge and high-level understanding of AOII’s Governing Documents, the Policy Set, and Ritual.
- Knowledge and high-level understanding of AOII’s network structure and Fraternity operations.
- Knowledge and high-level understanding of AOII Properties.
- Strong written and verbal communications skills.
- Demonstrated innovation in problem solving analysis and resolution at the strategic level.
- Consistently serve as a positive role model for AOII sisters, the Greek community, and the community at-large.
- Ability to conduct AOII business with the highest level of personal integrity and commitment to the AOII’s Culture Principles.
- Ability to analyze and interpret information in order to determine strategic direction and long-term plans.
- Ability to understand, analyze, and reasonably assess financial statements.

### Other Duties:

*The position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the volunteer. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notices.*

*Volunteers are not eligible for compensation or benefits from the Fraternity.*

# ALPHA OMICRON PI

*Inspire Ambition*

## Executive Board Member

- Ability to develop and maintain positive and productive working relationships within all levels in the organization.
- Ability to articulate the organization's strategic focus and priorities.

### Supervisor responsibilities to:

- Executive Director

### Essential Functions:

The purpose of the Board, on behalf of the members of AOII, is to ensure that AOII achieves appropriate results for the appropriate people at an appropriate cost and avoids unacceptable actions and situations. Governance Process (GP).

The Executive Board will monitor AOII's organizational performance through a systematic assessment of the Ends policies based upon the Executive Director's interpretation of them within the parameters of the Executive Limitations. The Executive Board will also monitor its own performance as an Executive Board through adherence to the Governance Process policies. (Policy Set)

The Board will govern lawfully with an emphasis on outward vision, commitment to obtaining membership input, encouragement of diversity in viewpoints, strategic leadership, clear distinction of Board and staff roles, collective decisions, and a proactive, future focus. This means the Board will not be preoccupied with the present or past, or with internal, administrative detail. (GP-1: Governing Style)

- The Executive Board will cultivate a sense of group responsibility. The Board, not the staff, will be responsible for excellence in governing. The Board will initiate policy, not merely react to staff initiatives. The Board will use the expertise of individual members and Board committees to enhance the ability of the Board as a body to make policy, rather than to substitute individual judgments for the group's values.
- The Executive Board will direct, manage, and inspire the organization through the careful establishment of broad written policies reflecting the Fraternity's values and members' perspectives. The Board's major policy focus will be on the intended long-term results to be produced for the members, not on the administrative means of attaining those results.
- The Executive Board will enforce upon itself whatever self-discipline is needed to govern with excellence. Self-discipline will apply to matters such as its code of conduct, policy-making principles, respect of roles, regular self-evaluation, and ensuring the continuity of governance capability. Although the Board can change its governance process policies at any time, it will scrupulously observe those currently enforced.
- The Executive Board will not allow any member or committee of the Board to hinder or be an excuse for not fulfilling board obligations.

The work of the Executive Board will be guided by the Alpha Omicron Pi Fraternity Executive Board Policy Manual, referred to as the Policy Set. In addition to a commitment to governing the Fraternity through the Policy Set, members of the Executive Board are expected to:

- Establish the vision and policies to drive excellence and support the Fraternity.
- Chair and/or serve on one or more board committees/task forces as necessary.
- Appoint the Board of Directors of Alpha Omicron Pi Properties, Inc.
- Oversee the financial health of the Fraternity and AOII Properties.
- Grant or withdraw charters and hold charters in trust.
- Review and make recommendations on all amendments to the Constitution and Bylaws.
- Adopt and/or amend the Standing Rules and Fraternity polices.
- Adopt and enforce rules for the conduct of the Fraternity business.
- Honor Executive Board decisions.
- Maintain confidentiality in the execution of board responsibilities.
- Perform other such duties as indicated in the Constitution and Bylaws.

### Requirements

- Alumna status for at least 8 years and more than 6 years of experience in a leadership or supervisory role.
- Support the Fraternity directly through being a dues-paying alumnae chapter member and/or Life Loyal member.
- Model a commitment of support to the AOII Foundation or AOII Foundation Canada.

### Other Duties:

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## Executive Board Member

### **Additional Requirements**

- International President – Two years of prior Executive Board experience including leadership and supervisory roles.
- Interested alumnae members without prior AOII Executive Board experience shall be required to consult with a current member of the board to better understand the roles and responsibilities. Basic information regarding this meeting will need to be provided to the Nominating Trustees in the application process for verification.
- Final Ballot Candidates who are not current members of Council will attend International Convention with expenses paid consistently with other members of Council.
- Executive Board members may not serve on a Collegiate Chapter Advisory Board or as officers of Alumnae Chapters during their Executive Board term.

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