



## International Leadership Opportunities

### Sigma Board of Directors

#### **Purpose**

The board of directors manages the business and corporate affairs of the society. The board oversees the honor society and its subsidiaries, committees, advisory councils, and task forces.

The board of directors is composed of the president, president-elect, vice president, secretary, treasurer, five directors, and the chair of the Regional Chapters Coordinating Committee.

#### **Committee Work**

Each board member serves on one or more board committees, and serves as liaison to committees, advisory councils, and task forces.

#### **Other Opportunities**

Board members may be called upon to represent Sigma at US or international conferences/events. They are often asked to speak at Sigma chapters for induction and charter events.

### General Responsibilities for All Positions

- Prepares, attends, and participates in board meetings.
- Participates in honor society conferences, biennial convention, conference calls, and other programs.
- Works with Sigma's chief executive officer to achieve the aims of the organization.
- Serves as appointed to various board committees, subcommittees, advisory councils, and task forces.
- Serves as representative and/or liaison of the board as assigned.
- Supports majority decisions.
- Behaves in an ethical manner.
- Respects interest of all people served by the organization.
- Maintains confidentiality of sensitive information.
- Refrains from using board service for personal advantage or advantage of friends and supporters.
- Follows through on assignments and meets timelines.
- Objectively makes decisions on the basis of issues affecting the honor society and nursing (sees the big picture).
- Considers driving and restraining forces that affect Sigma's future.

## President-elect

This officer serves a two-year term. The president-elect assumes the presidency at the end of his or her term. This individual is required to:

- Learn the work of the president.
- Represent the president and Sigma as needed.
- Serve as a member of the Executive Committee and the Finance, Audit, and Risk Committee.

## Vice President

Serving a two-year term, this individual also serves as a member of the Executive Committee and the Finance, Audit, and Risk Committee. The vice president shall perform the duties of the president in the absence of the president and president-elect.

## Secretary

This officer serves a four-year term. The secretary serves as the corporate secretary for the honor society and fulfills all duties authorized by the Sigma board of directors. This individual is required to:

- Serve as a member of the Executive Committee.
- Ensure the maintenance and accuracy of corporate meeting minutes.
- Establish a quorum at the House of Delegates.
- Prepare the official record of the House of Delegates.
- File reports to the membership on behalf of the Sigma board of directors.
- Act as chair of the Resolutions Advisory Council and present resolutions to the House of Delegates.
- Follow up on official communications of the House of Delegates actions.

## Treasurer

This officer serves a four-year term. The treasurer is the corporate treasurer. He or she fulfills all duties authorized by the Sigma board of directors and serves as a key resource in matters of finance. This individual is required to:

- Serve as a member of the Executive Committee and chair of the Finance, Audit, and Risk Committee.
- Review and monitor the utilizations of Sigma financial resources.
- Assume a corporate role in advising the Sigma board of directors regarding finance.
- Review financial statements with the Sigma board of directors.
- Recommend budget approvals, budget amendments, and financial policy to the Sigma board of directors.
- Present the biennial budget and financial report to the House of Delegates.

## Directors

This board member serves a four-year term. The directors provide expertise in policy and governance, deliberate issues before the board, and exercise and engage in decision-making that is beneficial to the whole of the honor society. These individuals are required to:

- Prepare adequately for, attend, and participate in board meetings.
- Participate in conferences, the biennial convention, telephone conference calls, and other programs.
- Serve as appointed to various board committees, subcommittees, advisory councils, and task forces.
- Serve as representatives and/or liaisons of the board as appropriate.

## Regional Chapters Coordinating Committee (RCCC) Chair

This board member serves a two-year term. The RCCC chair provides leadership that enhances and advances the development of regional leaders in fulfilling the purpose of the honor society. The chair works in conjunction with honor society professional staff and serves a liaison between the Sigma board of directors and RCCC members. Chair must have knowledge and leadership experience in Sigma and in chapter operations. This individual is required to:

- Consult honor society professional staff in preparing the agenda for each RCCC meeting.
- Lead RCCC meetings and ensure that they focus on identifying regional trends, best practices in supporting chapter leaders, and strategic thinking.
- Work with each regional coordinator to establish regional priorities for his or her region.
- Attend Sigma board of directors meetings.
- Confer with each regional coordinator about regional programs and future directions.
- Submit a written report to the Sigma board of directors prior to each meeting.
- In partnership with honor society professional staff, monitor and evaluate chapter activities and progress and make recommendations to the Sigma board of directors as appropriate.

## Non-Board Leadership Positions

### Governance Committee Members

Members of this committee serve either two- or four-year terms. There are seven committee members: two from the previous committee, two who serve a four-year term, and three who serve a two-year term. The Governance Committee oversees bylaws, chapter development, and eligibility issues. This group is required to:

- Evaluate and make recommendations on chapter charter and charter amendment applications.
- Propose bylaws changes.
- Review submitted chapter bylaws biennially to ensure compliance.
- Oversee issues of member and chapter eligibility.

## Leadership Succession Committee (LSC) Members

Members of this committee serve either two- or four-year terms. There are 10 committee members: three from the previous committee, three who serve a four-year term, and four who serve a two-year term. The LSC develops members in leadership roles, selects nominees, and prepares the biennial ballot. This group is required to:

- Educate members in and about organizational leadership roles.
- Mentor members to assume organizational board of directors and officer positions at all levels of the organization.
- Prepare membership materials for nominations.
- Review and amend campaign procedures and monitor campaigns.
- Act as a resource during delegate and convention briefings.

## Regional Coordinators (RCs)

The Regional Coordinator (RC) position is elected and serves a two-year term. The RC advances the vision of Sigma in the region through the promotion of Sigma activities, resources, and volunteer opportunities.

The RC maintains ongoing communication with chapter leaders in the region to share essential Sigma information and promote resources that support chapter success. The RC consistently collaborates with Sigma headquarters staff to enhance chapter leader effectiveness and successful chapter operations that advance the mission of Sigma.

As a member of the Regional Chapters Coordinating Committee (RCCC), the RC provides reports to the RCCC Chair and Committee about regional activities and accomplishments. The RC communicates essential Sigma information to regions and consistently shares feedback from the region to the RCCC and Sigma headquarters. Responsibilities:

- Serve as an engaged member of the Regional Chapters Coordination Committee by attending meetings—live and virtual—as determined by the chair of the committee.
- Create community among regional chapter leaders through consistent use of the Regional Officer Connect site on The Circle and Regional News section of the monthly *Leader Lines* newsletter.
- Serve as a liaison between Sigma headquarters staff and chapter leaders in the region.
- Host chapter leader calls or webcasts throughout the biennium to communicate essential Sigma information, share chapter operational best practices, and promote chapter leader collaboration (recommend quarterly or as determined by the RC based on regional need).
- Promote chapter participation and application of the Chapter Key Award criteria to chapter operations.
- Assist chapter leaders with strategic planning, member engagement, leadership development, and other chapter operational needs as they arise.
- Connect chapter leaders and members with tools and resources available through headquarters.
- Assist Sigma staff liaison in promoting chapter health and supporting chapters to maintain bylaws compliance.
- Recruit, appoint, and lead a regional committee consisting of at least three members.
- Coordinate, or oversee, planning of a regional conference to engage chapter leaders and members within the region.
- Speak at chapter events and inductions as requested, live or virtually.

## **Leadership Succession Committee (LSC) Contact Information**

LSC members are available to meet with individuals or chapters who want to discuss opportunities for serving as a volunteer leader with Sigma. Visit [SigmaNursing.org/LSC](https://SigmaNursing.org/LSC) or contact [LSC@sigmanursing.org](mailto:LSC@sigmanursing.org) for additional information.