



Grand Council and Board of Trustees
Elected Officers of Theta Phi Alpha

October 2023

Welcome to the Elections Webinar

Tonight we will explore the elected offices of Theta Phi Alpha, talk about qualifications, duties, powers, and how you can prepare to run for one of these office.



2022 - 2024 Grand Council



2022 - 2024 Board of Trustees

Who are the Elected Officers?

Each year at convention, the Convention Body votes to elect the seven (7) members of the Grand Council and either two (2) or three (3) members of the Board of Trustees (depending upon rotation).

These officers can only be elected at convention in accordance with the National Constitution and Bylaws. All other officers of the fraternity are appointed by the Grand Council



What is the Grand Council?

The Grand Council is be responsible for managing the business of the Fraternity. They are duty bound to serve as fiduciaries, be responsible for governance decisions of the Fraternity, and have the power to transact the business affairs of the Fraternity between Conventions in accordance with applicable law.

The Grand Council is are comprised of seven (7) elected officers who are alumna members.



What is the Board of Trustees?

The Board of Trustees is responsible for a majority of the awards given by the Fraternity. They also conduct nominations and elections, and advise the Grand Council on fraternal, scholastic, and financial policies.

The Board of Trustees is comprised consists of five (5) elected officers who are alumna members, and the National President as an ex-officio member.



Qualifications and Terms

<u>Grand Council</u>	<u>Board of Trustees</u>
Alumna member in financial good standing	
Alumna member for at least 5 years*	Alumna member for at least 3 years
Has held a national office or volunteer position	At least two of the Trustees shall have been past national officers
Elected for a two (2) year term	Elected for a four (4) year term
Term begins at the close of the Convention at which they are elected, and remain in office until a successor is duly elected	

*Unique qualifications for National Treasurer



Qualifications for Offices and Terms of Office per the National Constitution and Bylaws

Qualifications: Each member of the Grand Council shall be an alumna member in financial good standing, who has been an alumna for no less than five (5) years, and who has held a national office or volunteer position.

Terms: The members of the Grand Council shall be elected by the Convention Body. Their term of office shall begin at the close of the Convention at which they are elected, and each shall hold office until the next Convention and until a successor is duly elected and installed.



Qualifications for Offices and Terms of Office per the National Constitution and Bylaws

Qualifications: Each member of the Board of Trustees shall have been an alumnae for at least three (3) years and be in financial good standing. At least two of the Trustees shall have been past national officers.

Terms: The members of the Board of Trustees shall be elected by the Convention Body. Their term of office shall begin at the close of the Convention at which they are elected, and each shall hold office until the second following Convention and until a successor is duly elected, with three and two members being elected at alternate Conventions.



Let's Explore More About The Grand Council



2022 - 2024 Grand Council

Members of the Grand Council

The members of the Grand Council are:

- National President
- National Vice President-Collegians
- National Vice President-Alumnae
- National Vice President-Extension
- National Vice President-Programming
- National Executive Secretary
- Treasurer



Duties of the Grand Council per the National Constitution and Bylaws

- (a) Enforce the Bylaws of the Fraternity and ensure its review at periodic intervals.
- (b) Enforce the enactments and resolutions adopted by the Convention Body.
- (c) Designate the institutions in which the Fraternity funds shall be deposited, designate the accounting firm to perform the compilation and review of the Fraternity's financial records, and determine the fiscal year.
- (d) Authorize the signing of charters by the National President and the National Executive Secretary.



Duties of the Grand Council per the National Constitution and Bylaws (continued)

(e) Fill a vacancy on the Grand Council for the remainder of the unexpired term.

(f) Appoint National Officers and Committees as necessary.

(g) Select the headquarters of the Fraternity, which shall be known as "National Office".

(h) Submit to the Convention Body a report of the Grand Council.



Duties of the Grand Council per the National Constitution and Bylaws (continued)

(i) Hear and rule on appeals from Chapters and Associations, Chapter Advisory Boards, officers, and individual members of the Fraternity. In the case of an appeal from its decision, it shall transmit a complete record and report of the case to the next Convention Body for ratification or reversal



Unique Duties for Grand Council Members

- National President: Work directly with Executive Director to lead the organization; lead the Grand Council; drive long term vision and strategy – know our industry.
- NVP-Collegians: Support the chapters individually, guide the chapter administration team.
- NVP-Alumnae: Liaison to Alumnae, Alumnae Associations and Clubs for the Grand Council; assist in the formation/revitalization of new Alumnae Association/Club.
- NVP-Extension: Coordinate all extension activities on the part of the fraternity; oversee Emerging Chapters and direct their supervision.



Unique Duties for Grand Council Members (continued)

- NVP-Programming: Oversee programming team; work with the Convention Committee to plan and execute National Convention.
- National Executive Secretary: Oversee the areas of membership, history, record retention, communications, and technology.
- Treasurer: Manage funds and investments of the Fraternity. Unique qualification: have either an associate's degree in an accounting, finance, or business management field, or Two years professional experience in accounting, finance, bookkeeping, or investing.



Time Commitment

- Email - plan to spend time everyday on email, it accumulates quickly
- Weekend GC meetings – 3-4 per fiscal year, Friday through Sunday when in person, all day Saturday and possibly part of Sunday when virtual
- Conference calls – varies on time of year and position so you could have 1-4 in a week, monthly GC mtgs are 2 hour calls between weekend mtgs, GC check-in calls are 1 hour 1x/month, if needed
- Being a mentor for volunteers who report to you



Time Commitment (continued)

- Serving on committees as the GC Champion
- Texts/calls – a few may need to be scheduled during daytime working hours
- Monitor all communication for emergencies – reliable tech is important, let rest of GC and ED know if you will be unreachable at any time
- Reading/education – spend time reading about things that impact Theta Phi Alpha (see recommended reading)
- Attending special events in your area/meeting with alumnae/collegians when appropriate
- Communicate when you will be on vacation, etc.



Travel Required

- In person GC meetings, currently 2 per fiscal year, Friday-Sunday.
- Convention - every other year in late June/July
- Installations – depends on who from GC can attend
- Other – Extension presentations, conferences, chapter anniversaries
- NP specific
 - Annual NPC Fall Meeting (Thursday-Sunday)
 - NPC Council of Delegates Spring Meeting (Thursday-Sunday)
 - NPC I/NP Meeting-2 meetings in 2022-2023 and were an additional day added on to the fall and spring NPC meetings
 - Fraternal Law - 3 weekdays
 - Possible in person BOT and Foundation meeting
 - Possible FFE (Foundation for Fraternal Excellence)



Financial Obligations & Considerations

- Pay national alumnae dues and donate to the Fraternity
- Donate to the Foundation as your finances allow.
- Support special initiatives – ex. chapter ritual boxes
- Expenses at home to allow for your travel



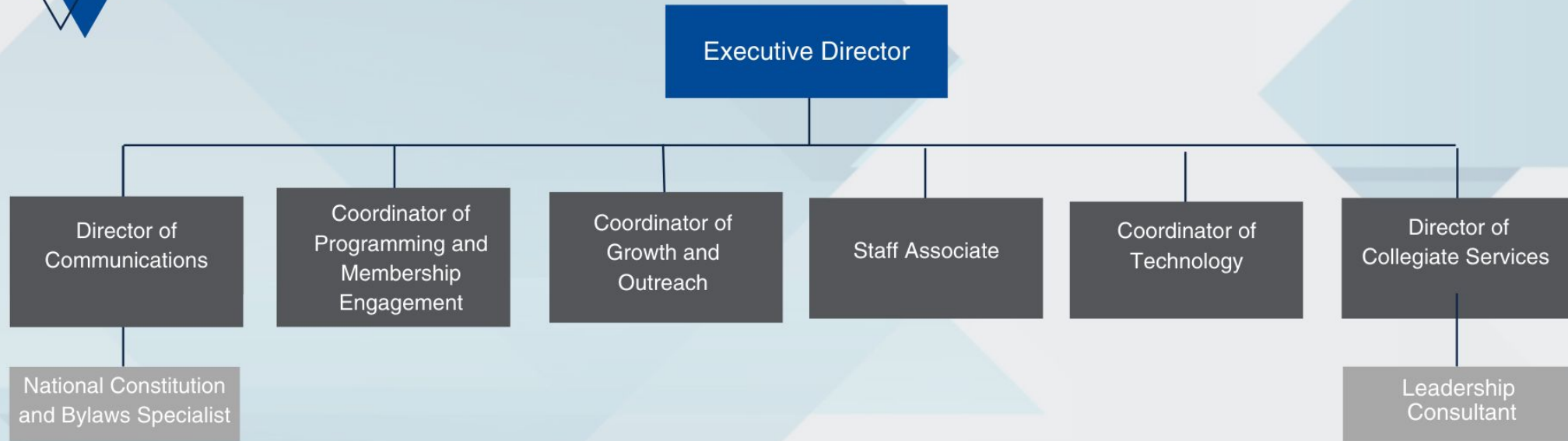
Theta Phi Alpha Documents to Know

- Mission of Theta Phi Alpha
- National Constitution and Bylaws
- National Officer Modules
- National Officer Agreement
- Travel and expense policy
- National Policies and Procedures handbook
- Election Campaign Procedure
- [National Officer and Volunteers page on the website](#)
- Job descriptions found by clicking on the GC member at the above website





Reporting Structure National Office Staff



The National Office staff are paid employees that manage the day to day operations of Theta Phi Alpha.



Obligations of a Council Member

- Duty of Care – pay attention to the organization’s activities and operations; show up prepared to meetings, read the material ahead of time to make informed decisions
- Duty of Loyalty – put the interests of the organization before personal or professional interest; no member or relation can benefit from your position
- Duty of Obedience – comply with applicable federal, state and local laws; adhere to the organization’s bylaws; and remain guardians of the mission; obedience to the mission

[BoardSource.org : What does board service entail?](https://www.boardsource.org/what-does-board-service-entail/)



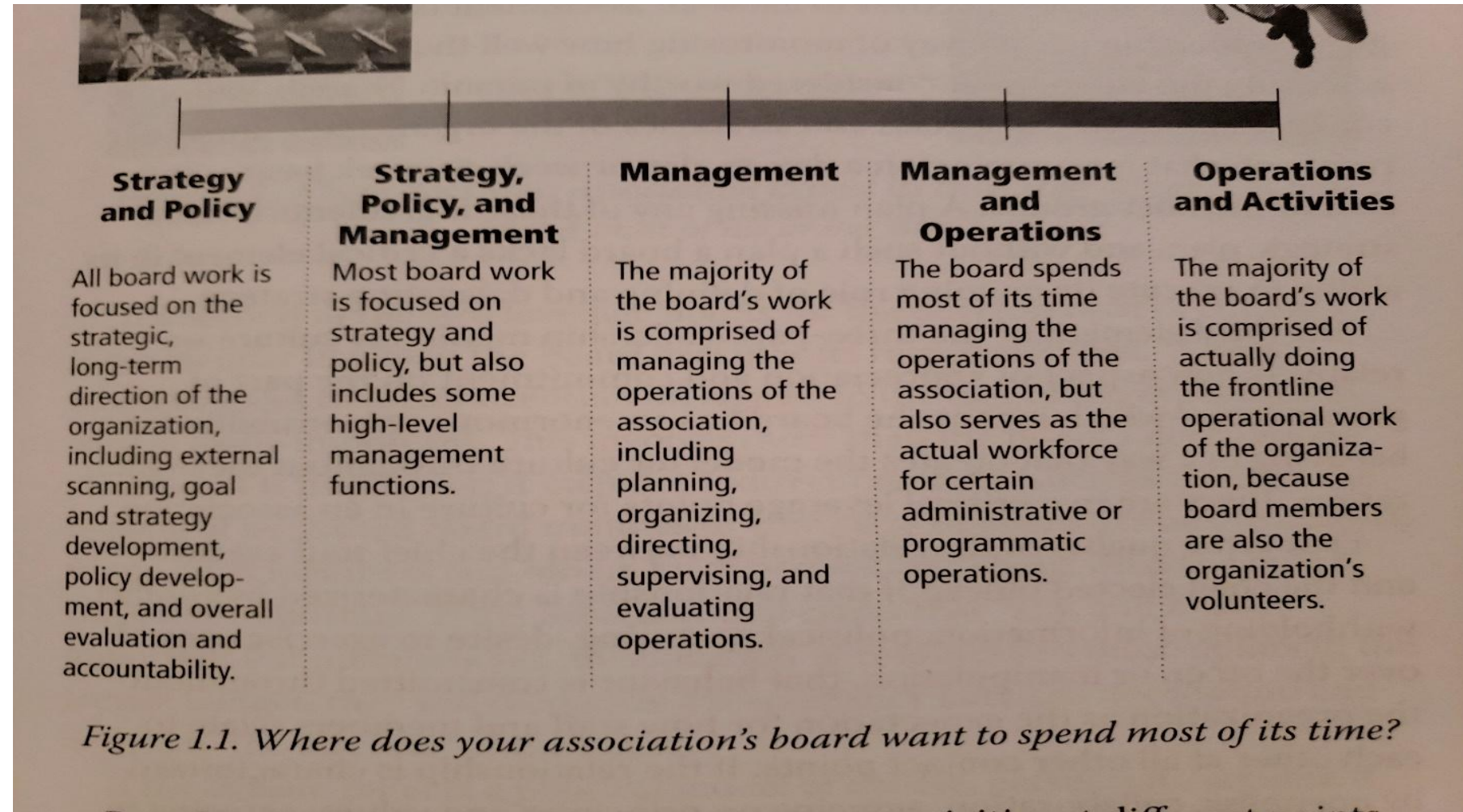
Policy Governance

- Core functions of Governing Boards²
 - Lead the organization – set vision, establish strategic direction
 - Establish policy – to guide organization
 - Secure/manage resources - enable the org to secure resources req'd for mission
 - Manage CEO performance – hire, provide direction, advise Executive Director
 - Link with constituents – enhance the external image, contact w/key stakeholders
 - Ensure and enable accountability – organization is performing as necessary
 - Ensure board effectiveness – monitor compliance to policy, clarify roles

² Dr Erin Nelson, The Core Functions of the Public Service Governing Board



Policy Governance



Recommended Reading, Listening & Watching

- Theta Phi Alpha's *Living Our History* book
- *To Lead is to Serve: How to Attract Volunteers & Keep Them* book by Shar McBee
- *Ten Basic Responsibilities of a Nonprofit Board* book by BoardSource
- *Dare to Lead* book or podcast by Brene' Brown
- *Start With Why* book by Simon Sinek
- *StrengthsFinder 2.0* book by Tom Rath
- *Dear Good People* newsletter by Dolly Chugh
- *Chronicle of Higher Education*



Recommended Reading & Watching

- *Inside Higher Education* newsletter
- Fraternal Law newsletter
- Pennington & Company free webinars
- Phired Up video blog
- Joan Garry podcast – *Nonprofits Are Messy*
- [Joan's Top 10 Nonprofit Leadership Books](#)

This is not a comprehensive list, there are many resources available on non-profit management, fundraising/donor development, the state of higher education, DEIA etc. We are not endorsing any specific vendor with these recommendations.



Let's Explore More About The Board of Trustees



2022 - 2024 Board of Trustees

Duties of the Board of Trustees per the National Constitution and Bylaws

The Board of Trustees duties shall be to select and present awards, conduct nominations and elections, and advise the Grand Council on fraternal, scholastic, and financial policies.

The members of the Board of Trustees shall elect one of their number as Chair.



Additional Qualifications

Because the Board of Trustees is a group of members working with and depending on each other, additional skills are helpful, such as:

- ability to work independently and with others
- participate in group decision making
- collaborate with diverse group of members with different backgrounds
- ability to complete projects on time
- strong analytical skills
- comfortable with technology tools such as Google suite of technology, and MS Office products.



Time Commitment

- Email/text - plan to spend time every week on email since it accumulates quickly, and reply promptly to texts.
- Virtual Meetings (video and audio) – About one a month for approximately two hours. In the months leading up to Convention more calls are required.
- Weekend meeting – one or two weekend meetings per biennium, with one of the meetings being in-person.
- Work between meetings – Preparation time between meetings is required in order to review the award applications and vote on awards.
- Committees – Lead committees such as the Siena Medal committee, or participate in a committee.



Board of Trustees Areas of Work

Each Trustee will be the lead for one or more of the following areas:

- Siena Medal
- Senior Service
- Guard of Honor
- Individual National Service Records
- National Service Awards
- National Awards
- Compass Points Awards
- Nominations and Elections

All Board of Trustees members will be engaged in all discussions and decisions for each of these areas.



Awards at Convention

The Board of Trustees oversees the presentation of National Awards at Convention. These awards include:

- Chapter Awards, Association Awards, and awards presented to individual members
- Siena Medal
- National Service Awards
- Convention Awards like Convention Countdown
- Guard of Honor

The Board of Trustees use time between convention events and mealtime to prepare and present awards, which limits free time while at Convention.



Elections at Convention

- The Board of Trustees also oversees the election process at Conventions.
- They will present the ballot, conduct the elections, and report on the outcome.
- The Trustees involved in elections at Convention need to be present in the business session to manage the election process.
- Members who are being considered for an elected office do not participate in the election process at Convention.



Sample Tasks for One Assigned Area (Trustees assigned 2+ areas)

Year	Month	Date	Item	Person(s) Responsible	Send To
Both	7	1	Create/update nomination announcement to be included in the National Newsletter, Theta Phi Alpha website, and social media. Post minimum of 2 months at least in Summer/Fall and Spring. Deadline example 9/15, 3/15	Compass Points Trustee	Communication Director, Technology Coordinator (same email for optimization)
Both	8	1	Confirm inventory of pins and any packaging	Compass Points Trustee	National Office
Both	9	16	Request download of nominations made from web form	Compass Points Trustee	Technology Coordinator
Both	9	16	Send ballot to trustees with 1 week deadline	Compass Points Trustee	All Trustees
Both	9	24	Request NO staff member to confirm eligibility and to mail letter and recognition pins directly to winners.	Compass Points Trustee	National Office
Both	10	1	Create graphic and include winners to be posted on social media, newsletters and on website	Compass Points Trustee	Communication Director, Technology Coordinator (same email for optimization)
Both	10	1	Submit info on winners to be included in The Compass	Compass Points Trustee	The Compass Editor-In-Chief
Both	10	1	Update the database with new recipients	Compass Points Trustee	National Office
Both	1	1	Repeat entire process over again for Spring at a minimum depending on # of nominations could also be Summer/Winter too	Compass Points Trustee	Communication Director, Technology Coordinator (same email for optimization)

Travel Required

- Convention – The Board of Trustees members traditionally arrive for Convention at least 1-2 days before Convention opens to finalize awards.
- Board of Trustees in person meetings – one (1) per biennium over a weekend.



Financial Obligations & Considerations

- Pay national alumnae dues and donate to the Fraternity
- Donate to the Foundation as your finances allow.
- Support special initiatives – ex. chapter ritual boxes
- Expenses at home to allow for your travel



Theta Phi Alpha Documents to Know

- Mission of Theta Phi Alpha
- National Constitution and Bylaws
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What's next?

- If you are interested in running for an officer position, fill out the Consent to Serve (coming December 2023).
- If you think someone else would be great in an officer position, [Recommend them!](#)
- Talk to current officers about the time commitment and work.
- Complete the National Officer Modules in the [Member Portal](#).
- [Read this article](#) and [make sure you are comfortable with Google](#)

Questions?

Resources?

- Reach out to Grand Council or BOT Members
 - Login to the [Member Portal](#) and click on Directory for emails and phone numbers
- Visit the [Elected Officer Page](#) for more information