



Position Description: Director, NPC Board of Directors

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.
- Participate fully in the development of the NPC strategic framework.
- Collaborate with the chief executive officer (CEO) to monitor initiatives as outlined in the strategic framework.
- Actively engage in ongoing industry and trend education opportunities.
- Enhance the reputation of NPC and women's sororities.
- Serve as a representative of NPC for 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.
- Oversee the selection, management and evaluation of the CEO.
- Ensure adequate financial resources to meet objectives of the Conference.
- Provide proper resource oversight and financial 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 chairs.

Policy

- Establish, interpret and maintain corporate policies to ensure orderly operation.
- Be knowledgeable about and 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

- Engage with interfraternal partners, campus-based professionals and supporters of the sorority experience.
- Communicate relevant information/updates to the COD.
- Consult with subject matter experts hired by NPC.
- Cultivate effective working partnerships with member organizations including engaging in conversation



and soliciting feedback to support the strategic priorities and objectives as appropriate.

Time Commitment and Travel Expectations

- 10-15 hours of service per month, including preparing for and participating in monthly board meetings/calls, NPC family gatherings, and special topic meetings.
- Three in-person board meetings/retreats per year to include the Annual Membership Meeting and Annual Conference.
- Additional travel, as needed and budget permitting, to industry conferences and advocacy engagements.

Additional Expectations for NPC Directors:

Prioritize Board Service

- Accept and abide by the legal and fiscal responsibilities of the BOD as specified by the Articles of Incorporation, state statutes and bylaws.
- Understand the board's role as a policy-making body and empower volunteers and staff to manage day-to-day operations of the Conference.
- Act as an informed advocate of NPC.
- Maintain a conflict-free approach to board responsibilities and comply with conflict of interest policy (including service on industry boards with possible competing interests).
- Make decisions that are in the best interest of the Conference as a whole, putting aside personal concerns and affiliations.
- 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 chairs of standing committees.

Engage in Board Collaboration

- Participate in board orientation, the annual board assessment and continuing board education.
- Prepare for and actively participate in all BOD meetings and other required meetings.
- Adhere to deadlines and ensure timely responsiveness from both internal and external constituents.
- Maintain the confidential nature of board deliberations.
- Actively support board decisions and work with fellow board members in a spirit of cooperation.
- Work collaboratively, respectfully and cooperatively with the CEO and stakeholders.