

Kappa Omicron Nu

Board Member

Roles, Responsibilities and Expectations

October 2023

KON's Board of Directors directs the strategic course of the organization. All board members are bound by legal duties of care, obedience, and loyalty. A standard board term is a two-year duration.

Student board members are fully participating members of the KON Board of Directors. This includes attending meetings and being responsive during summer months.

General Board Member Expectations

- Read, sign, and return the Conflict of Interest (COI) and Roles and Responsibilities form each year upon request.
- Complete a new board member orientation (usually 1.5 hours or less, upon joining board of directors.)

Please note that board members are expected to complete paperwork and attend orientation to become board members. Without signing COI and Roles & Responsibilities forms or completing orientation the volunteer has yet to become a KON board member.

- Attend all board meetings (Currently 1.5 hours every other month. Virtually) These meetings are likely to be during business hours based on eastern time zone.
- Attend the board strategic planning meeting (1-3 days once annually, in January or February. Any in-person travel expenses covered by KON.)
- Be active members:
 - attend Conclave/Assembly of Delegates meeting (once annually)
 - pay dues (\$25)
- Act as representatives for their segment of membership: such as students, professionals, advisers, retirees, or different fields within the human sciences.
- Assist with other duties as needed to accomplish honor society priorities. This may include such tasks as: acting as representative for the organization in attending an installation or national initiation, assisting with committee support, leading, or guiding work groups, or other duties as needed.

Specific Role Expectations

Board members are expected to fulfill any specific requirements of their office. Of note, if there are general tasks which need board member involvement, these positions will be chosen later, and other board members selected first to try to evenly distribute workload.

Chair:

- Provide leadership to the honor society on behalf of the members.
- Preside at all meetings of the Assembly of Delegates, Conclave, and Board of Directors.
- Meet regularly (currently biweekly) with the Executive Director and be available to make decisions via phone or email between board meetings.
- Serve as an ex officio member of all committees except the Nominating Committee.

Chair-Elect:

- Preside in the absence of the Chair and fill any vacancy in the office of Chair.
- Acts as understudy to Chair and becomes Chair rotationally.

Secretary: The Secretary shall keep a record of all proceedings of the Board of Directors meetings, Assembly of Delegates, and the Conclave Business meeting. Digital copies of minutes are then sent to the administrative office for distribution and safekeeping.

Treasurer: The Treasurer shall be responsible for oversight of the financials for the organization. This includes reviewing monthly financial statements, review of the proposed budget, and ensuring that taxes are annually filed.

Non-Attendance and Participation: KON expects its board members to be present, participate, and act in a professional manner. To this end:

- A board member not completing their onboarding is not considered a board member. If they cannot complete their onboarding requirements within 30 days, they will be recused of their seat on the board.
- Board members missing three consecutive meetings (including Conclave and Strategic Planning) are deemed to have resigned from the board and are automatically removed without further action per the Bylaws.

I, the undersigned, agree that I understand the roles and responsibilities, and expectations of being a board member of Kappa Omicron Nu, and will comply or give my best effort to meeting these expectations to the full extent of my ability.

Signed

Date