DUTIES AND RESPONSIBILITIES OF DIRECTORS

Duties and Responsibilities: Directors are members of the Society’s Board of Directors that is principally responsible for managing the activities, property, and affairs of the Society in accordance with the policies established by the Assembly. The Board of the Society simultaneously serves as the Board of the Corporation (Sigma Xi, The Scientific Research Honor Society, Inc.), which is the legal entity, holding title to the society’s assets and responsible for managing the property, affairs, and financial business of the Society. In carrying out these responsibilities, Directors are the primary liaisons between the Board and the chapters in their appropriate region or constituency group. Directors also conduct meetings of their region or constituency group at the Society’s annual meeting each fall, and are responsible for working with, giving advice to, and contributing to the health of the chapters and membership in their respective region or constituency.

Throughout the year Officers and Directors are expected to remain abreast of Society activities by reading the Executive Director’s monthly updates and other Society communications, and by replying to email ballots on business matters of a time-sensitive nature.

Time Commitment: The largest time commitment for Directors is the Society’s Annual Meeting and Student Research Conference which is usually scheduled in the fall from Tuesday evening through Sunday afternoon. During this time, Directors participate in meetings of the Board of Directors of the Society and of the Corporation, lead caucuses of their region or constituency, participate in the Assembly of Delegates, and other activities of the meeting. The Board of Directors also meets a full day in the spring each year at the Sigma Xi headquarters located in Research Triangle Park, North Carolina.

Between Board meetings, much of the business of the Society and communications between the Directors, the chapters and membership in their region or constituency is conducted electronically. Directors are strongly encouraged to utilize Sigma Xi’s on-line Communities, specifically the Board of Directors community where Board members can participate in discussions, view documents, coordinate meetings, facilitate necessary actions/motions, and receive announcements.

Sigma Xi subvents expenses for Directors to attend meetings of the Board of Directors and the annual meeting.
As adopted by the Board of Directors on 3 November 2005: “The Board of Directors has fiduciary and other legal responsibilities to provide oversight to the policies and operations of Sigma Xi.”

The Board of Directors as a whole has the following responsibilities:

1. To set policy and establish goals for the Society, propose modifications to the Constitution and Bylaws as necessary.
2. To hire the Executive Director and to evaluate his/her performance by reviewing the report of the Performance Review Committee and to determine his/her compensation.
3. To review and approve the Society’s annual budget as recommended by the Committee on Finance.
4. To generate resources for the Society.
5. To review performance of the Board and each Standing Committee Chair and additionally the composition, skills, balance and diversity periodically (at least every 2 years).

Individual Board members have the following responsibilities:

1. To be familiar with the Society programs, history, mission, organizational structure, and Strategic Plan.
2. To advocate the Society among peers and in the community.
3. To provide financial resources at any level through regular contributions, including an annual gift, according to individual means, including augmentation by in-kind contributions.
4. To identify potential sources of support and to participate in solicitations and other fundraising efforts as needed.
5. To attend Board Meetings.
6. To serve on Society committees as required and attend meetings of those committees.
7. To attend Sigma Xi events.
8. To contribute wisdom and talent to fashion and promote Society practices and programs.
9. To represent the membership.
10. To actively participate in the revitalization of chapters and the nomination and retention of members within their appropriate region or constituency.
11. Should the Director be unable to attend Board of Directors meetings, Assembly of Delegates, and caucuses, it is the responsibility of the Director to coordinate attendance by and with the Associate Director to provide appropriate coverage for designated responsibilities during that time.