



ASSOCIATE DIRECTOR RESPONSIBILITIES AND EXPECTATIONS

Serving as an Associate Director provides opportunities to learn about the Society, its vision and strategic plan, increase visibility, gain experience in leadership, and play an important role in advancing a career. Election as an Associate Director can provide a segue to future leadership positions within the Society.

Sigma Xi's elected leaders and candidates are expected to meet the commonly held standards of professional ethics and scientific integrity and will be asked to sign Sigma Xi's Code of Ethical Conduct to this effect. Sigma Xi seeks diverse and inclusive slates for all positions.

Twelve Associate Directors are elected volunteers to represent each of Sigma Xi's constituencies and regions and serve a 3-year term beginning July 1 of the year following their election. Associate Directors may serve up to two (2) consecutive 3-year terms and may run for new term after a 3-year break.

To heighten success as an associate director, it is helpful to:

1. Know Sigma Xi's [Strategic Plan](#), Code of Ethical Conduct, [Bylaws](#), and [Constitution](#).
2. Become familiar with Sigma Xi's [Annual Reports](#).
3. Learn about Sigma Xi's [programs](#) and [development](#), and [publications and science communications](#).
4. Learn about [chapters](#) in regions/constituencies and participate in chapter/Membership at Large events.
5. Become familiar with the role of a director.
6. Coordinate with the director to develop [membership](#) and strengthen chapter network.

An Associate Director

- Shall assist the Director in moderating Sigma Xi's online community for their respective region or constituency and posting useful, informative, and applicable information to the community as needed to maintain open engagement with its members.
- Shall assist the Director with preparations for the annual meeting and caucus through attendance, development of reports, propose agenda items, transcribe and record the minutes of the caucus and upon approval, post the minutes to the online community.
- May serve as a designated chapter delegate upon invitation by the chapter officer when not serving in place of the during the annual meeting of the Board of Directors
- May attend as proxy to the Board of Directors the annual meeting in a non-voting capacity when the director is unable to attend. The Associate Director will be acknowledged as an additional "non-voting" delegate with privilege of the floor during the Assembly of Delegates.
- May attend other Sigma Xi sponsored/approved meetings and events should the director be unable to attend.
- Shall serve as Chair of the ad hoc nominating committee of the region or constituency from the close of the caucus in November through June 30 of the following year and shall:
 - coordinate selection of the committee's members for appointment by the caucus of each constituency or region

- report to the executive director a slate of nominees from the region or constituency for each vacant position along with biographical data and provide information on the nominee's past service to the Society along with assurance that the nominee will serve if elected. *The director of the region or constituency shall serve ex officio of the committee.*
- Shall, in the event of a vacancy in the office of the region/constituency director, serve as interim director of the constituency or region until the next election. An interim director is eligible to run for two full consecutive 3-year terms as director upon completion of the interim term.
- Shall, in the event the associate director is elected to another Sigma Xi leadership position prior to the end of their term, nominate a qualified individual to serve as interim associate director for the remainder of the unfinished term.
NOTE: An interim associate director will be eligible to run for two consecutive 3-year terms upon completion of an interim term.
- May serve on the planning committee and shall participate in scheduled activities during the International Forum on Research Excellence, powered by Sigma Xi.
- May be appointed to committees of the Society.
- Is encouraged to develop, along with their Associate Director, a legacy program within their region/constituency that encompasses at least one of the goals of Sigma Xi's strategic plan.

Time Commitment

Much of the work of Associate Director is conducted electronically. Associate Directors are strongly encouraged to utilize Sigma Xi's online communities to engage in discussions with their chapters, membership, regions/constituencies, view documents, coordinate meetings, receive announcements, and collaborate with other associate directors.

Sigma Xi's business meetings are held in late spring and late fall. The fall annual business meeting is held Wednesday and Thursday, and the conference takes place from Friday through Sunday at a national or international location. The spring business meeting is a one-day meeting held at Sigma Xi headquarters in Research Triangle Park, North Carolina. Meetings and events may be held in person, virtual, or hybrid.

Sigma Xi will:

1. Provide ongoing support to the office of Associate Director.
2. Provide access to an online community solely for Associate Directors to discuss their roles, challenges, and ideas for growth.
3. Facilitate meetings between directors, chapters, constituency, and/or region members.
4. Provide a dedicated Zoom account to assist elected leaders in carrying out various Sigma Xi business, events, meetings, and other duties and responsibilities.
5. Host an orientation for newly elected leaders.
6. Waive registration fees for Associate Directors to attend Sigma Xi's fall meeting.

7. Waive registration fees and travel expenses in accordance with Sigma Xi's travel policy, for Associate Directors serving as a designated chapter delegate. The Associate Director will need to coordinate with the inviting chapter officers on payment of hotel and food expenses.
8. Waive registration fees and pay travel expenses including hotel accommodations in accordance with Sigma Xi's travel policy, for Associate Directors attending as proxy to the Board of Directors during the annual meeting (without vote) or other Sigma Xi sponsored/approved events in the event the Director is unable to attend.