



DIRECTOR RESPONSIBILITIES AND EXPECTATIONS

Serving as a Director of the Society provides opportunities to learn about the Society, its vision and strategic plan, increase visibility, enhance leadership skills, and can play an important role in advancing a career. Election as Director can be a gratifying experience for those who want to contribute to the fulfillment of the Society's mission.

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 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. 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 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. Regularly communicate with the chapters, constituency, and regional members.
6. Become familiar with the role of the associate director.
7. Coordinate with the associate director to develop [membership](#) and strengthen chapter network.
8. Coordinate with the associate director in fulfilling these activities and serve as a mentor or adviser to emerging leaders in the Society.

A Director:

- Shall become familiar with the Society programs, history, mission, organizational structure, and Strategic Plan.
- Shall advocate for the Society among peers and in the community.
- Shall participate in the Society's fundraising and philanthropy efforts through regular contributions and/or identify potential sources of support and to participate in solicitations and other fundraising efforts as needed.
- Attend Board Meetings. 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. is a member of the Society's Board of Directors which is principally responsible for managing the activities, property, and affairs of the Society in accordance with the policies established by the Assembly of Delegates.

- May be appointed to serve on Society committees and attend meetings of those committees.
- Contribute wisdom and talent to fashion and promote Society practices and programs.
- Actively participates in the revitalization of chapters and the nomination and retention of members within their appropriate region or constituency.
- Simultaneously serves on the Board of Directors of the Corporation (Sigma Xi, The Scientific Research Honor Society, Inc.), which is the legal entity, holding title to the society's assets, and is responsible for managing the property, affairs, and financial business of the Society.
- Shall serve as the primary liaison between the Board and Sigma Xi's members, chapters, regions, and constituencies.
- Shall moderate Sigma Xi's online community for their respective region or constituency and post useful, informative, and applicable information to the community as needed to maintain open engagement with its members.
- Shall remain abreast of the Society's activities, events, votes, or other business of a time-sensitive nature through Sigma Xi's website, newsletters, executive office communications, materials distribution, and Sigma Xi's online Board of Director's community.
- Shall coordinate with their Associate Director to complete end-of-fiscal-year reports.
- Shall assist in the review of chapter reports for the selection of chapter awards.
- Shall coordinate with their Associate Director to prepare an agenda for the region/constituency caucus which is held during the annual meeting.
- Shall approve the minutes of the caucus and ensure they are posted to the online community in a timely manner.
- Is responsible for working with, giving advice to, and contributing to the health of the chapters and membership with respective region or constituency.
- May serve as a designated chapter delegate, without vote, and with privilege of the floor during the Assembly of Delegates upon invitation by the chapter officer.
- May attend other Sigma Xi sponsored/approved meetings, events, chapter installations, induction ceremonies, and other special events.
- Shall serve as an ex officio member 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 assist the Associate Director in:
 - coordinating selection of the committee's members for appointment by the caucus of each constituency or region
 - reporting 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.
- 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

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

Sigma Xi's business meetings are held in late spring and late fall. The fall annual business meetings are 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 Board of Directors General Information

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 has the following responsibilities:

- To set policy and establish goals for the Society, propose modifications to the Constitution and Bylaws as necessary.
- 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.
- To review and approve the Society's annual budget as recommended by the Committee on Finance.
- To generate resources for the Society.
- 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).

During their term as Director, Sigma Xi will support efforts to achieve these goals through:

1. Providing ongoing support to the office of Director.
2. Providing access to an online community solely for Directors to discuss their roles, challenges, and ideas for growth.
3. Facilitate meetings between associate directors, chapters, constituency, and/or region members.
4. Providing 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 Directors to attend Sigma Xi's fall meeting.
7. Subvent travel, hotel, ground transportation, and food expenses for Directors to attend Sigma Xi sponsored meetings and events in accordance with Sigma Xi's travel policy.