



Presidential Responsibilities and Expectations

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

Election as President of the Society carries a full 3-year term, each year with distinct title, duties, and responsibilities. Failure to complete any part of the 3-year term will end the term in full. Each term begins July 1, the start of Sigma Xi's fiscal year, and ends June 30 of the following year. All of Sigma Xi's elected positions are voluntary.

To heighten success as president of Sigma Xi, 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. become familiar with the role of a director and associate director
4. learn about [chapters](#) in regions/constituencies
5. coordinate with the director to develop [membership](#) and chapter network
6. regularly [communicate](#) with the chapter, constituency, and regional members
7. learn about Sigma Xi's [programs](#) and [development](#), and [publications and science communications](#)

Sigma Xi will subvent expenses for travel and accommodations on behalf of the Society in accordance with its Travel Policy.

Control/click on the links below to review the duties of each position.

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DUTIES OF THE PRESIDENT-ELECT

The **President-elect**'s 1-year term begins July 1 at the start of Sigma Xi's fiscal year the year following the election and ends on June 30 the following year.

The **President-elect** is one of five elected volunteer officers of the Board of Directors of the Society serving along with the President, Immediate Past President, Treasurer, and Executive Director who serves as Executive Secretary-*without vote*.

The President-elect is one of five officers of the Board of Directors of the Corporation serving as Vice-President along with the President, Treasurer, Secretary, and Chief Executive Officer.

The Board of Directors of the Society is principally responsible for managing the activities, property, and affairs of the Society in accordance with the policies established by the Assembly of Delegates. 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 is responsible for managing the property, affairs, and business of the Corporation.

Below is a summary of the principal meetings or activities in which the **President-elect** should expect to participate.

Function	Projected Meeting Dates	Duration
Attend virtual orientation(s) <i>(Board of Directors, Membership and Chapters 101, Technical Training)</i>	Spring	2 hours
Attend CEO Symposia on Board Management <i>(optional)</i>	Spring	2 days plus travel*
Propose a theme for the International Forum on Research Excellence (IFoRE) for the term as president	following election	
Annual Business Meeting participation: <ul style="list-style-type: none"> ▪ Member Executive Committee ▪ Member Board of Directors (Corporation & Society) ▪ Participate on officer Q & A panel for Assembly of Delegates 	Late Fall	Wednesday & Thursday, plus travel*
IFoRE Conference: <ul style="list-style-type: none"> ▪ Participate in scheduled conference activities 	Late Fall	Friday through Sunday, plus travel*
Spring Board Meeting participation: <ul style="list-style-type: none"> ▪ Member Executive Committee 	Late Spring	1 business day plus travel*

▪ Member Board of Directors (Corporation & Society)		
Member Executive Committee	Quarterly, or as needed	30 min to 1-1/2 hr
Member Committee on Meetings	As needed	1 hour
Member Committee on Strategic Planning	As needed	1 hour
Member Committee on Finances	Quarterly	1 hour
Member Executive Director Performance Evaluation Committee	Annually	1 hour
Prepare first “Presidential” editorial for Jul-Aug issue of <i>American Scientist</i>	Prior to taking office as President**	TBD
Prepare “Conversation with the President” for Sept-Oct <i>American Scientist</i>	Prior to taking office as President**	
Complete term as President-elect	June 30	
NOTES:		
<p><i>Ex officio</i> member (with vote) of all other committees of Sigma Xi, except the Committees on Audit Review and Nominations. Click here to learn more about the Society’s committees. <i>Attendance at committee meetings other than those listed above is discretionary.</i> Upon recommendation of the committee chair, the President-elect shall provide advice and consent to the President to make appointments to committees and ad hoc committees.</p>		
<p>The President-elect may be asked to represent the Society at various functions throughout the year such as chapter installations, Sigma Xi supported institutional and chapter events, Nobel Laureate acknowledgment, etc. but may accept or decline these invitations at their discretion.</p>		
<p>*Meetings may be held virtually, in-person, or a combination of both. **Specific dates to be provided by the editor of <i>American Scientist</i>.</p>		

DUTIES OF THE PRESIDENT

The President’s 1-year term begins on July 1 following completion of the term as President-elect and ends June 30 the following year.

The President is one of five officers of the Board of Directors of the Society serving along with the President-elect, Immediate Past President, Treasurer, and Executive Director who serves as Executive Secretary-*without vote*.

The President is one of five volunteer officers of the Board of Directors of the Corporation serving along with the Vice-President Treasurer, Secretary, and Chief Executive Officer.

The Board of Directors of the Society is principally responsible for managing the activities, property, and affairs of the Society in accordance with the policies established by the Assembly of Delegates. 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 is responsible for managing the property, affairs, and business of the Corporation.

Below is a summary of the principal meetings or activities in which the President should expect to participate.

Function	Projected Meeting Dates	Duration
Chair of the program committee for the International Forum on Research Excellence	TBD	1-year
Annual Business Meeting: <ul style="list-style-type: none"> ▪ Chair Executive Committee meeting ▪ Chair Board of Directors (Corporation & Society) ▪ Chair the Assembly of Delegates ▪ Participate in officer Q & A panel for Assembly of Delegates 	Late Fall	Wednesday & Thursday, plus travel*
IFoRE participation: <ul style="list-style-type: none"> ▪ Present Presidential Address ▪ Participate in scheduled conference activities 	Late Fall	Friday – Sunday, plus travel*
Spring Board Meeting participation: <ul style="list-style-type: none"> ▪ Chair Executive Committee meeting ▪ Chair Board of Directors (Corporation & Society) 	Late Spring	1 business day plus travel*
Chair Executive Committee	Quarterly, or as needed	30 min to 1-1/2 hr
Chair Committee on Meetings	as needed	1 hour
Chair Committee on Strategic Planning	as needed	1 hour
Member Committee on Finances	Quarterly	1 hour
Member Executive Director Performance Evaluation Committee	TBD	1 hour

Prepare editorial for each of the 6 issues of <i>American Scientist</i> magazine that are published during tenure as President.	July, September, November, January, and March*	n/a
Co-author “A Message from Leadership” along with the Executive Director for the FY Annual Report	TBD	
Complete term as President	June 30	
NOTES:		
<p><i>Ex officio</i> member (with vote) of all other committees of Sigma Xi, except the Committees on Audit Review and Nominations. Click here to learn more about the Society’s committees. <i>Attendance at committee meetings other than those listed above is discretionary.</i></p> <p>Upon recommendation of the committee chair, and with the advise and consent of the President-elect, the President shall make appointments to committees and ad hoc committees.</p>		
<p>The President may be asked to represent the Society at various functions throughout the year such as chapter installations, Sigma Xi supported institutional and chapter events, Nobel Laureate acknowledgment, etc. but may accept or decline these invitations at their discretion.</p>		
<p>*Meetings may be held virtually, in-person, or a combination of both. **Specific dates to be provided by the editor of <i>American Scientist</i>.</p>		

DUTIES OF THE IMMEDIATE PAST PRESIDENT

The Immediate Past President of Sigma Xi begins term on July 1 after completion of term as President and serves until June 30 of the following year.

The Immediate Past President is one of five volunteer officers of the Society along with the President, President-elect, Treasurer, and Executive Director who serves as Executive Secretary *without vote*.

The Board of Directors of the Society is principally responsible for managing the activities, property, and affairs of the Society in accordance with the policies established by the Assembly of Delegates. 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 is responsible for managing the property, affairs, and business of the Corporation.

Below is a summary of the principal meetings or activities in which the Immediate Past President should expect to participate.

Function	Projected Meeting Dates	Duration
Cultivate future and new Sigma Xi leaders	TBD	1 year
Annual Business Meeting: <ul style="list-style-type: none"> ▪ Member Executive Committee ▪ Member Board of Directors (Corporation & Society) ▪ Participate in officer Q & A panel during Assembly of Delegates 	Late Fall	Wednesday & Thursday, plus travel*
IFoRE Conference: <ul style="list-style-type: none"> ▪ Participate in scheduled conference activities 	Late Fall	Friday through Sunday, plus travel*
Spring Board Meeting: <ul style="list-style-type: none"> ▪ Member Executive Committee ▪ Member Board of Directors (Corporation & Society) 	Late Spring	1 business day plus travel*
Member Executive Committee	Quarterly, or as needed	30 min to 1-1/2 hr
Member Committee on Meetings	as needed	1 hour
Member Committee on Strategic Planning	as needed	1 hour
Member Executive Director Performance Evaluation Committee	TBD	1 hour
Complete term as Immediate Past President	June 30	
Upon completion of term as Immediate Past President, the retired president shall serve as a member of the Committee on Nominations for selection of the president and treasurer.	December – November <i>(most of the work of the committee occurs virtually between January and June)</i>	3-year term

NOTES:

The Immediate Past President may be asked to represent the Society at various functions throughout the year such as chapter installations, Sigma Xi supported institutional and chapter events, Nobel Laureate acknowledgment, etc. but may accept or decline these invitations at their discretion.

*Meetings may be held virtually, in-person, or a combination of both.