



Board of Trustees Candidates
A Commitment Overview

August 2023

What is the Board of Trustees?

- The Board of Trustees consists of five (5) elected alumna members, who serve a four (4) year term, and the National President as an ex-officio member.
- The Board of Trustees duties shall be to select and present awards, conduct nominations and elections, and advise the Grand Council on fraternal, scholastic, and financial policies.



Additional Qualifications

Because the Board of Trustees is a group of members working with and depending on each other, additional skills are helpful, such as:

- ability to work independently and with others
- participate in group decision making
- collaborate with diverse group of members with different backgrounds
- ability to complete projects on time
- strong analytical skills
- comfortable with technology tools such as Google suite of technology, and MS Office products.



Board of Trustees Qualifications and Term of Office

The qualifications and terms of office outlined by the National Constitution and Bylaws are as follows:

- Members shall have been an alumnae for at least three (3) years and be in financial good standing.
- At least two (2) of the Trustees shall have been past national officers.
- Their term of office shall begin at the close of the Convention at which they are elected, and each shall hold office until the second following Convention and until a successor is duly elected, with three and two members being elected at alternate Conventions.
- Complete National Officer Training Modules and other training as specified.



Board of Trustees Areas of Work

Each Trustee will be the lead for one or more of the following areas:

- Siena Medal
- Senior Service
- Guard of Honor
- Individual National Service Records
- National Service Awards
- National Awards
- Compass Points Awards
- Nominations and Elections

All Board of Trustees members will be engaged in all discussions and decisions for each of these areas.



Time Commitment

- Email/text - plan to spend time every week on email since it accumulates quickly, and reply promptly to texts.
- Virtual Meetings (video and audio) – About one a month for approximately two hours. In the months leading up to Convention more calls are required.
- Weekend meeting – one or two weekend meetings per biennium, with one of the meetings being in-person.
- Work between meetings – Preparation time between meetings is required in order to review the award applications and vote on awards.
- Committees – Lead committees such as the Siena Medal committee, or participate in a committee.



Sample Tasks for One Assigned Area (Trustees assigned 2+ areas)

Year	Month	Date	Item	Person(s) Responsible	Send To
Both	7	1	Create/update nomination announcement to be included in the National Newsletter, Theta Phi Alpha website, and social media. Post minimum of 2 months at least in Summer/Fall and Spring. Deadline example 9/15, 3/15	Compass Points Trustee	Communication Director, Technology Coordinator (same email for optimization)
Both	8	1	Confirm inventory of pins and any packaging	Compass Points Trustee	National Office
Both	9	16	Request download of nominations made from web form	Compass Points Trustee	Technology Coordinator
Both	9	16	Send ballot to trustees with 1 week deadline	Compass Points Trustee	All Trustees
Both	9	24	Request NO staff member to confirm eligibility and to mail letter and recognition pins directly to winners.	Compass Points Trustee	National Office
Both	10	1	Create graphic and include winners to be posted on social media, newsletters and on website	Compass Points Trustee	Communication Director, Technology Coordinator (same email for optimization)
Both	10	1	Submit info on winners to be included in The Compass	Compass Points Trustee	The Compass Editor-In-Chief
Both	10	1	Update the database with new recipients	Compass Points Trustee	National Office
Both	1	1	Repeat entire process over again for Spring at a minimum depending on # of nominations could also be Summer/Winter too	Compass Points Trustee	Communication Director, Technology Coordinator (same email for optimization)

Travel Required

- Convention – The Board of Trustees members traditionally arrive for Convention at least 1-2 days before Convention opens to finalize awards.
- Board of Trustees in person meetings – one (1) per biennium over a weekend.



Awards at Convention

The Board of Trustees oversees the presentation of National Awards at Convention. These awards include:

- Chapter Awards, Association Awards, and awards presented to individual members
- Siena Medal
- National Service Awards
- Convention Awards like Convention Countdown
- Guard of Honor

The Board of Trustees use time between convention events and mealtime to prepare and present awards, which limits free time while at Convention.



Elections at Convention

- The Board of Trustees also oversees the election process at Conventions.
- They will present the ballot, conduct the elections, and report on the outcome.
- The Trustees involved in elections at Convention need to be present in the business session to manage the election process.
- Members who are being considered for an elected office do not participate in the election process at Convention.



Theta Phi Alpha Documents to Know

- Mission of Theta Phi Alpha
- National Constitution and Bylaws
- National Policy and Procedure Manual
- Travel and expense policy
- Job descriptions
- National Officer Agreement
- Award descriptions on website
- Election and Campaign Procedure
- Upon election, Board of Trustees members will have access to the Board of Trustees manual and procedures, which includes a calendar of due dates. Each Trustee is expected to review all the procedures and update the procedures as needed



Financial Obligations & Considerations

- Remain a member in financial good standing
- Donate to the Fraternity and/or Foundation
- Support special initiatives – ex. chapter ritual boxes



Sample Week

- Check email every 1-3 days. Respond as needed.
- Stay in touch with other other Trustees on the group chat.
- A typical late January week for all Trustees would include reviewing Senior Service applications and letters of recommendation to vote on candidates.
- A typical September week for the Trustee in charge of the Compass Award would include creating announcements for the new recipients, working with National Office to have the packages mailed out.
- A typical June week for all Trustees would include reviewing applications for National Awards which are given at Convention, and voting on recipients.



Favorite Part of Being on Board of Trustees

- Making new friends in different places.
- Seeing different perspectives and learning how to work with other members who come from different background and experience.
- Collaborating to make significant recognition opportunities for our members.
- Contributing input that helps to build the Fraternity. You're part of policy making history.
- Being on the BOT has been amazing because this has helped ME better understand the inner workings of the Fraternity.
- The opportunity to work with Grand Council to enact changes to policies, processes, etc.
- It's a positive life changing experience.



Sample Challenge

- Balance the demands of work and personal life with the need to support the BOT work
- Choosing award recipients is sometimes tough; there are great candidates but awards are often given to just one candidate and sometimes it's hard to pick "the one"
- Remaining impartial and unbiased when overseeing elections

