



Grand Council Candidates

A Commitment Overview

August 2023

Qualifications for Offices and Terms of Office per the National Constitution and Bylaws

Qualifications: Each member of the Grand Council shall be an alumna member in financial good standing, who has been an alumna for no less than five (5) years, and who has held a national office or volunteer position.

Terms: The members of the Grand Council shall be elected by the Convention Body. Their term of office shall begin at the close of the Convention at which they are elected, and each shall hold office until the next Convention and until a successor is duly elected and installed.



Duties of the Grand Council per the National Constitution and Bylaws

- (a) Enforce the Bylaws of the Fraternity and ensure its review at periodic intervals.
- (b) Enforce the enactments and resolutions adopted by the Convention Body.
- (c) Designate the institutions in which the Fraternity funds shall be deposited, designate the accounting firm to perform the compilation and review of the Fraternity's financial records, and determine the fiscal year.
- (d) Authorize the signing of charters by the National President and the National Executive Secretary.



Duties of the Grand Council per the National Constitution and Bylaws

(e) Fill a vacancy on the Grand Council for the remainder of the unexpired term.

(f) Appoint National Officers and Committees as necessary.

(g) Select the headquarters of the Fraternity, which shall be known as "National Office".

(h) Submit to the Convention Body a report of the Grand Council.



Duties of the Grand Council per the National Constitution and Bylaws

(i) Hear and rule on appeals from Chapters and Associations, Chapter Advisory Boards, officers, and individual members of the Fraternity. In the case of an appeal from its decision, it shall transmit a complete record and report of the case to the next Convention Body for ratification or reversal



Time Commitment

- Email - plan to spend time everyday on email, it accumulates quickly
- Weekend GC meetings – 3-4 per fiscal year, Friday through Sunday when in person, all day Saturday and possibly part of Sunday when virtual
- Conference calls – varies on time of year and position so you could have 1-4 in a week, monthly GC mtgs are 2 hour calls between weekend mtgs, GC check-in calls are 1 hour 1x/month, if needed
- Being a mentor for volunteers who report to you



Time Commitment

- Serving on committees as the GC Champion
- Texts/calls – a few may need to be scheduled during daytime working hours
- Monitor all communication for emergencies – reliable tech is important, let rest of GC and ED know if you will be unreachable at any time
- Reading/education – spend time reading about things that impact Theta Phi Alpha (see recommended reading)
- Attending special events in your area/meeting with alumnae/collegians when appropriate
- Communicate when you will be on vacation, etc.



Travel Required

- In person GC meetings, currently 2 per fiscal year, Friday-Sunday.
- Convention - every other year in late June/July
- Installations – depends on who from GC can attend
- Other – Extension presentations, conferences, chapter anniversaries
- NP specific
 - Annual NPC Fall Meeting (Thursday-Sunday)
 - NPC Council of Delegates Spring Meeting (Thursday-Sunday)
 - NPC I/NP Meeting-2 meetings in 2022-2023 and were an additional day added on to the fall and spring NPC meetings
 - Fraternal Law - 2 weekdays
 - Possible in person BOT and Foundation meeting
 - Possible FFE (Foundation for Fraternal Excellence)



Financial Obligations & Considerations

- Pay national alumnae dues and donate to the Fraternity
- Donate to the Foundation as your finances allow.
- Support special initiatives – ex. chapter ritual boxes
- Expenses at home to allow for your travel



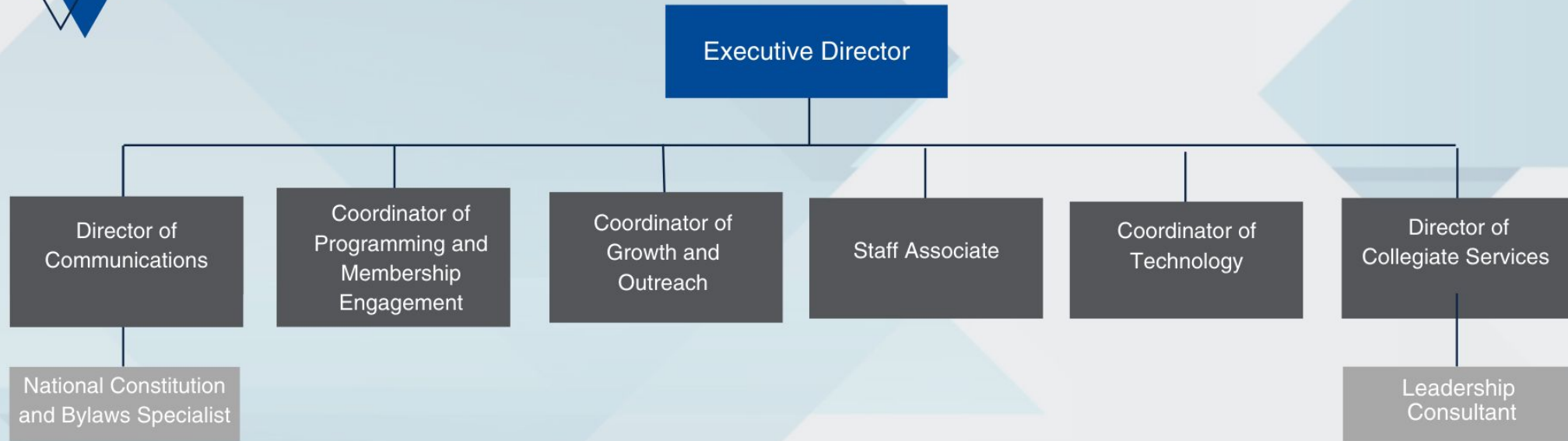
Theta Phi Alpha Documents to Know

- Mission of Theta Phi Alpha
- National Constitution and Bylaws
- National Officer Modules
- National Officer Agreement
- Travel and expense policy
- National Policies and Procedures handbook
- Election Campaign Procedure
- [National Officer and Volunteers page on the website](#)
- Job descriptions found by clicking on the GC member at the above website





Reporting Structure National Office Staff



The National Office staff are paid employees that manage the day to day operations of Theta Phi Alpha.



Obligations of a Council Member

- Duty of Care – pay attention to the organization’s activities and operations; show up prepared to meetings, read the material ahead of time to make informed decisions
- Duty of Loyalty – put the interests of the organization before personal or professional interest; no member or relation can benefit from your position
- Duty of Obedience – comply with applicable federal, state and local laws; adhere to the organization’s bylaws; and remain guardians of the mission; obedience to the mission

BoardSource.org : *What does board service entail?*



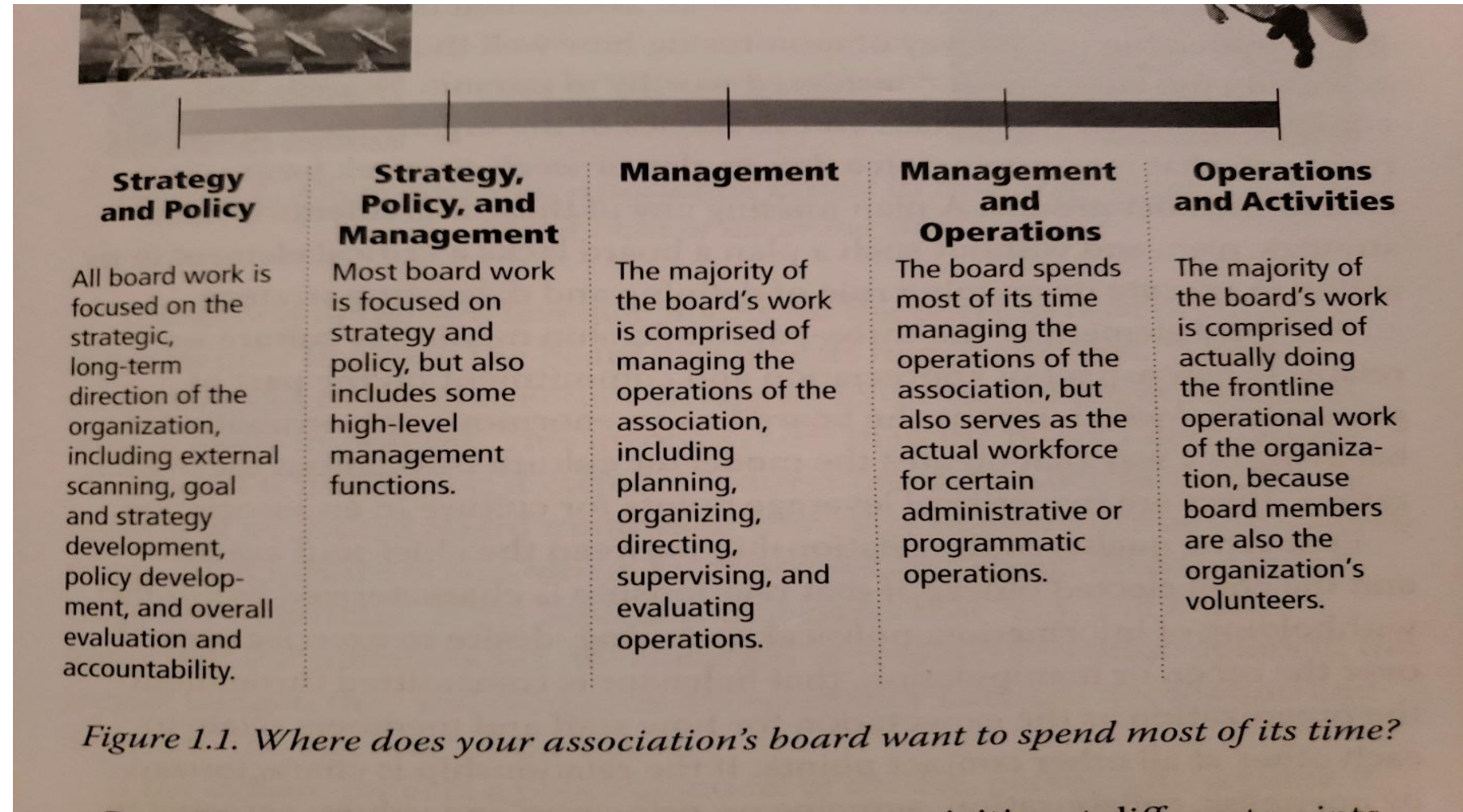
Policy Governance

- Core functions of Governing Boards²
 - Lead the organization – set vision, establish strategic direction
 - Establish policy – to guide organization
 - Secure/manage resources - enable the org to secure resources req'd for mission
 - Manage CEO performance – hire, provide direction, advise Executive Director
 - Link with constituents – enhance the external image, contact w/key stakeholders
 - Ensure and enable accountability – organization is performing as necessary
 - Ensure board effectiveness – monitor compliance to policy, clarify roles

² Dr Erin Nelson, The Core Functions of the Public Service Governing Board



Policy Governance



Recommended Reading, Listening & Watching

- Theta Phi Alpha's *Living Our History* book
- *To Lead is to Serve: How to Attract Volunteers & Keep Them* book by Shar McBee
- *Ten Basic Responsibilities of a Nonprofit Board* book by BoardSource
- *Dare to Lead* book or podcast by Brene' Brown
- *Start With Why* book by Simon Sinek
- *StrengthsFinder 2.0* book by Tom Rath
- *Dear Good People* newsletter by Dolly Chugh
- *Chronicle of Higher Education*



Recommended Reading & Watching

- *Inside Higher Education* newsletter
- Fraternal Law newsletter
- Pennington & Company free webinars
- Phired Up video blog
- Joan Garry podcast – *Nonprofits Are Messy*
- [Joan's Top 10 Nonprofit Leadership Books](#)

This is not a comprehensive list, there are many resources available on non-profit management, fundraising/donor development, the state of higher education, DEIA etc. We are not endorsing any specific vendor with these recommendations.

