

KAΘ Foundation Policy & Procedures

Category Operations	Sub Category Board	Type Job Description	
Title Foundation President	Effective Date July 2015	Page 1	Of 3

Objective

To outline the specific duties and responsibilities of the Foundation President.

Position

The President shall preside at all meetings of the Board of Trustees and shall be responsible for implementation of policies established by the Board of Trustees. The President shall provide leadership to, and supervision of, all activities of the Board of Trustees and shall perform the duties incident to the office of President and such other duties as the Board of Trustees may prescribe.

Duties

As a partner to the Executive Director and other board members, the President will support and sustain the work of Kappa Alpha Theta Foundation, and provide governance leadership and strategic fundraising support. Specific responsibilities include:

Leadership – Fraternity and Foundation

- Being a trusted advisor to the Executive Director and meeting with her regularly to provide guidance and support for Kappa Alpha Theta Foundation's strategic direction
- Developing and managing relationships and communicating regularly with leaders of Kappa Alpha Theta Fraternity, Fraternity Housing Corporation, and other key stakeholders
- As a board member, approving Kappa Alpha Theta's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Reviewing outcomes and metrics created by Kappa Alpha Theta Foundation for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
- Coordinating an annual performance evaluation of the Executive Director
- Assisting the Executive Director, Governance Committee, and Nominating Committee in recruiting qualified board members
- Consulting with board members on their roles and helping the Governance Committee to assess their performance
- Planning, presiding over, and facilitating board meetings
- Partnering with the Executive Director to ensure that board members receive the information critical to their ability to govern and that board decisions are carried out
- Acting as an ambassador for the organization at Fraternity and Foundation events

KAΘ Foundation Policy & Procedures

- Serving as a non-voting ex-officio member of Fraternity Grand Council and demonstrating a willingness to take on other appointments as assigned by the Fraternity President.
- Providing board level oversight for fundraising campaigns, including annual drives and special campaigns

Fundraising

- In collaboration with the Executive Director, working with the Fraternity to ensure Theta Foundation is positioned to generate substantial annual revenue and maintain overall financial health
- Personally treating Kappa Alpha Theta Foundation as a top philanthropic priority reflected in an annual financial gift
- Soliciting the board members of Kappa Alpha Theta Foundation, Kappa Alpha Theta Fraternity and Fraternity Housing Corporation for annual contributions commensurate with their capacity
- Identifying, qualifying, cultivating, soliciting, and stewarding major individual and chapter donors

Term of Office

Pursuant to the Bylaws of Kappa Alpha Theta Foundation the term of an Elected Trustee shall be two years and the officers of Kappa Alpha Theta Foundation shall hold office for a term or until their respective successors have been duly elected. Though no person may serve more than four successive or non-successive terms as an Elected Trustee, the person serving as President of the Foundation Board of Trustees may serve up to an additional two Terms as Foundation President.

Qualifications

This is an extraordinary opportunity for an individual who has a track record of board leadership, is generally passionate about the success of the Fraternity at large, and specifically passionate about Kappa Alpha Theta Foundation's mission and the individuals and organizations we serve. The selected President will have achieved leadership stature in Kappa Alpha Theta Fraternity and/or Foundation, business, philanthropy, and/or nonprofit sector. Her accomplishments will allow her to attract other well-qualified, high-performing board members.

Ideal candidates will have the following qualifications:

- Extensive professional or volunteer experience with significant executive leadership accomplishments
- Demonstrated success as a nonprofit board member or board chair
- Track record of building credibility in the funding community that has resulted in major gifts to a nonprofit
- A commitment to and understanding of Kappa Alpha Theta Fraternity, her leadership, and stakeholders
- A commitment to and understanding of Kappa Alpha Theta Foundation, her mission and beneficiaries

KAΘ Foundation Policy & Procedures

- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among entities and individuals
- Excellent written and oral communication skills coupled with natural affinity for public speaking
- Personal qualities of integrity, credibility, and a passion for improving Kappa Alpha Theta Foundation so we can better address the needs of the individuals and organizations we serve

Service on Kappa Alpha Theta Foundation's board of trustees is without remuneration, except for administrative support, travel, and accommodation costs in relation to board members' duties

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Cathie Cardelucci, Foundation Board of Trustees Secretary

Date

KAΘ Foundation Policy & Procedures

Category Operations	Sub Category Board	Type Job Description
Title Foundation Vice President	Effective Date July 2015	Page Of 1 2

Objective

To outline the specific duties and responsibilities of the Foundation Vice President.

Position

The Vice-President shall perform such duties as the Board of Trustees may prescribe and, in the absence or disability of the President, or the President's refusal to act, shall have all the powers of (and shall be subject to all the restrictions applicable to) the President.

Duties

As a partner to the President and Foundation officers, the Vice-President will support and sustain the work of Kappa Alpha Theta Foundation, and provide governance leadership and strategic fundraising support. Specific responsibilities include:

- Performs President's responsibilities when the President cannot be available (see President Job Description)
- Performs other responsibilities as assigned by the board
- Actively assists with recruitment of new board members and retention of current board members
- Serve on the Executive Committee and provide support as requested by the President.
- Works closely with the President, board members, and staff
- Staff liaison is the Executive Director.

Term of Office

Pursuant to the Bylaws of Kappa Alpha Theta Foundation the term of an Elected Trustee shall be two years and the officers of Kappa Alpha Theta Foundation shall hold office for a term or until their respective successors have been duly elected.

Qualifications

While Theta Foundation does not choose to make the vice president, explicitly or implicitly, the president-elect, this is an extraordinary opportunity for an individual who has a track record of board leadership, is generally passionate about the success of the Fraternity at large, and specifically

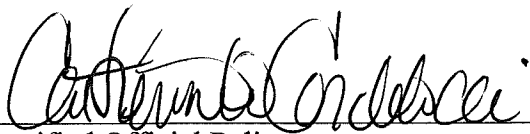
KAΘ Foundation Policy & Procedures

passionate about Kappa Alpha Theta Foundation's mission and the individuals and organizations we serve, to gain the necessary leadership experience to serve as President of the organization.

Ideal candidates will have the following qualifications:

- Extensive professional or volunteer experience with significant executive leadership accomplishments
- Demonstrated success as a nonprofit board member or board chair
- Track record of building credibility in the funding community that has resulted in major gifts to a nonprofit
- A commitment to and understanding of Kappa Alpha Theta Fraternity, her leadership, and stakeholders
- A commitment to and understanding of Kappa Alpha Theta Foundation, her mission and beneficiaries
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among entities and individuals
- Excellent written and oral communication skills coupled with natural affinity for public speaking
- Personal qualities of integrity, credibility, and a passion for improving Kappa Alpha Theta Foundation so we can better address the needs of the individuals and organizations we serve

Service on Kappa Alpha Theta Foundation's board of trustees is without remuneration, except for administrative support, travel, and accommodation costs in relation to board members' duties



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Cathie Cardelucci, Foundation Board of Trustees Secretary

Sept. 18, 2015
Date

KAΘ Foundation Policy & Procedures

Category Operations	Sub Category Board	Type Job Description	
Title Foundation Treasurer	Effective Date July 2015	Page 1	Of 2

Objective

To outline the specific duties and responsibilities of the Foundation Treasurer.

Position

With the assistance of Foundation staff, the Treasurer shall prepare and maintain correct and complete records of account showing accurately the financial condition of the Corporation. All notes, securities, and other assets coming into the possession of the Corporation shall be received, accounted for, and placed in safekeeping as the Treasurer may from time to time prescribe. With the assistance of Foundation staff, the Treasurer shall furnish, whenever requested by the Board of Trustees or the President, a statement of the financial condition of the Corporation and shall perform the duties usual to such position and such other duties as the Board of Trustees or the President may prescribe.

Duties

The Treasurer is a member of the Board of Trustees and operates supplementary to the staff member Director of Finance and Administration. As such, the Treasurer's duties and responsibilities may be more focused on broader policies and oversight however, the accountability for the organization's finances remains with the Treasurer. Specific responsibilities include:

- On a monthly basis review the bank statements
- Be knowledgeable about who has access to the organization's funds, and any outstanding bills or debts owed, as well as oversee systems for keeping cash flow manageable
- Review the annual budget as well as compare the actual revenues and expenses incurred against the budget and raise any concerns to the full board
- Work with the Director of Finance and Administration to oversee the development and observation of the organization's financial policies
- Work with the Director of Finance and Administration to be certain that monthly reporting to the board keeps the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board
- Serves as a member of the Investment Committee
- Serve as member of the Executive Committee
- Staff liaisons are the Director of Finance and Administration and the Executive Director

KAΘ Foundation Policy & Procedures

Term of Office

Pursuant to the Bylaws of Kappa Alpha Theta Foundation the term of an Elected Trustee shall be two years and the officers of Kappa Alpha Theta Foundation shall hold office for a term or until their respective successors have been duly elected.

Qualifications

The Treasurer is largely influential in proper financial management and thus, also greatly affects the public's perception, trust, and assurance in the organization management. The ideal candidates will have the following qualifications:

- Financial literacy
- Preferably a CPA
- Preferably prior experience serving as a nonprofit board treasurer
- Attention to detail
- Timeliness in completing tasks
- Neat and accurate record keeping
- A willingness to ask questions

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Certified Official Policy

Cathie Cardelucci, Foundation Board of Trustees Secretary

Sept. 18, 2015
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KAΘ Foundation Policy & Procedures

Category Operations	Sub Category Board	Type Job Description	
Title Foundation Secretary	Effective Date July 2015	Page 1	Of 2

Objective

To outline the specific duties and responsibilities of the Foundation Secretary.

Position

The Secretary shall be the custodian of all papers, books, and records of the Corporation. The Secretary shall prepare and enter in the minute book the minutes of all meetings of the Board of Trustees, and shall authenticate records of the Corporation as necessary.

Duties

Certain duties of the Secretary may be delegated to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the Secretary. Specific responsibilities include:

- Responsible for ensuring that accurate minutes of meetings are taken and approved at monthly Board of Trustee meetings.
- Ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (eg. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official records.
- Oversees the management and regular updating (as needed) of the Articles of Incorporation, Foundation Bylaws, Compendium of Policies and other important documents of the Foundation.
- Ensures that an up-to-date copy of the bylaws is accessible to board members and is available at all meetings.
- May be designated by the Board of Trustees and/or bylaws as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.
- May be the registered agent with respect to the laws of the jurisdiction; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed.

KAΘ Foundation Policy & Procedures

- Should be educated on best practices in the area of governance and compliance rules impacting the organization.
- Serve as member of and take minutes for the Executive Committee and provide support as requested by the Foundation President.
- Serve as a member of and take minutes at the Compensation Committee
- Ensure appropriate records and history is being kept about the Foundation and serves as liaison to the Fraternity and Foundation Archives
- Staff liaison is the Executive Director

Term of Office

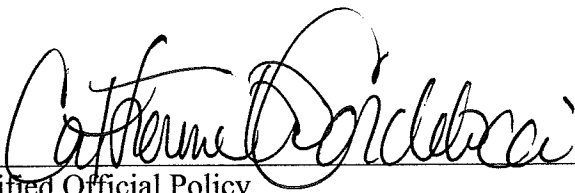
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Qualifications

Ideal candidates will have the following qualifications:

- Strong organizational skills
- Good communication and written skills
- Be readily accessible to the Finance Director for signatures as needed in a timely manner
- Good basic computer skills
- Demonstrated familiarization with Theta Foundation's mission
- Demonstrated ability to maintain records
- Ability to foster a positive working relationship with other board members and staff

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Sept. 18, 2015
Date