



BOARD MEMBER JOB DESCRIPTION

Each Phi Kappa Phi board member affirms the expectations outlined in this policy and agrees to strive to perform accordingly. The Board of Directors will treat all board members the same when it comes to these expectations.

VISION

A better world driven by the love of learning.

MISSION

We are a community that celebrates and advances the love of learning.

LEGAL DUTIES

Duty of Care — All board members have a legal responsibility to participate actively in making decisions on behalf of Phi Kappa Phi and to exercise their best judgment while doing so. This requires preparing for and attending all board meetings.

Duty of Loyalty — When acting on behalf of Phi Kappa Phi in a decision-making capacity, each board member must put the interests of the organization before their personal and professional interests. The organization's needs come first.

Duty of Obedience — Board members bear the legal responsibility of ensuring Phi Kappa Phi complies with its mission and adheres to federal, state, and local laws.

INDIVIDUAL RESPONSIBILITIES OF A PHI KAPPA PHI BOARD MEMBER

As a member of the Phi Kappa Phi Board of Directors, I agree to:

- Demonstrate a love of learning and passion for Phi Kappa Phi and its values.
- Maintain active membership status of Phi Kappa Phi.
- Financially support Phi Kappa Phi at a level that is meaningful to me.
- Be an ambassador and represent the organization.
- Attend all board meetings in person or via electronic means (e.g., telephone or videoconference) unless previously excused by the Board Chair.
- Review the agenda and supporting materials prior to board and committee meetings.
- Serve on at least one committee and take on special assignments as needed.
- Provide advice and expertise to the professional staff at the request of the Board Chair or Executive Director and CEO but will avoid interfering in day-to-day management activities and decisions.
- Advocate on behalf of Phi Kappa Phi by attending, and encouraging others to attend, Phi Kappa Phi activities, educational programs and events.
- Keep informed about Phi Kappa Phi mission, vision, policies, critical issues and its connection to the community through active participation within Phi Kappa Phi and conscientious connection outside the organization.

- Work collaboratively with other board members and professional staff to establish and monitor Phi Kappa Phi's long-term goals and priorities through a strategic planning process.
- As appropriate, use my personal and professional contacts and expertise to benefit Phi Kappa Phi without compromising ethics or infringing on relationships.
- Actively collaborate with the leadership team to leverage my network and relationships to advance the organization's annual fund development plan.
- Follow Phi Kappa Phi bylaws, policies and board resolutions; sign annual conflict of interest disclosure and disclose potential and actual conflicts of interest; and maintain confidentiality about all internal matters of Phi Kappa Phi.
- Agree to step down from my board position if I am unable to fulfill these expectations.

To facilitate each board member in fulfilling his or her individual responsibilities, the volunteer and professional leadership of Phi Kappa Phi will:

- Provide board members with board and committee meeting agendas, including current financial reports, in advance and in a timely manner to allow their review prior to meetings.
- Respond in a timely and transparent manner to questions related to programs, policies, goals and objectives.
- Provide straightforward, thorough and timely information that will assist board members in carrying out their fiscal, legal or general responsibilities as a Phi Kappa Phi board member.
- Keep board members apprised of emergency issues that may impact the immediate, successful operation, reputation and strategies of Phi Kappa Phi.
- Invite board members to attend select activities, educational programs, events and tours to help deepen connections and understanding of the organization's vision.