



KAPPA ALPHA THETA

Grand Council Responsibilities

GENERAL DUTIES

Grand Council is the governing body of the Fraternity in the interim between Grand Conventions and is responsible for the development and maintenance of the policies of the Fraternity and for directing the implementation of plans and programs by volunteers and staff.

Grand Council is comprised of the Fraternity president and six Fraternity vice presidents. The Kappa Alpha Theta Foundation president serves as an ex officio member of Grand Council without a vote. All Council members are volunteers.

As a member of the Fraternity's governing body, each Grand Council member is expected to exercise the duties of loyalty, care, and obedience. The duty of loyalty requires her to put the interests of the Fraternity, as a corporation, above her own interests or those of her chapter. This duty includes, but is not limited to, the mandatory disclosure of any conflicts of interest. The duty of care requires her to use reasonable care and good judgment in her decisions as a Council member. The duty of obedience requires her to comply with all governing documents of the Fraternity and with the Unanimous Agreements of the National Panhellenic Conference (NPC) and to use those documents as the basis for her decisions.

In addition to setting policy and approving plans, the general duties of Grand Council include:

- Determining the Fraternity's extension policy and granting college and alumnae chapter charters;
- Approving the Fraternity budget and allocating funds across Fraternity programs and services;
- Establishing uniform financial management standards and financial reviews for all Fraternity entities;
- Exercising disciplinary authority over members and chapters; and
- Approving and adopting ritual and insignia.

Routine tasks of Grand Council include:

- Collaborating with other Council members to determine the direction of Kappa Alpha Theta;
- Responding to email messages, phone calls, and other correspondence;
- Working closely with staff and volunteers to review plans, programs, and finances and to respond to issues;
- Participating in monthly board conference calls and other meetings as needed; and
- Traveling to board orientation, board meetings (at least two per year), chapter visits, chapter establishments and installations, interfraternal meetings, and international meetings (travel expenses are paid for by the Fraternity).

Expectations of each Grand Council member:

- An open mind and the ability to listen to and evaluate input in order to make decisions that are in the best interests of Kappa Alpha Theta;
- An earned reputation for being dependable and trustworthy;
- An ability to think strategically while leaving the details and implementation to others;
- An ability to read and evaluate financial statements;
- A capacity to recognize (and track changes in) the indicators of the financial health of the Fraternity;
- An ability to make sound financial decisions in order to use Fraternity resources wisely;
- Strong written and verbal communication skills;
- An ability to speak well before groups;
- A comfortable rapport with collegians and alumnae;
- An ability to represent Kappa Alpha Theta appropriately to members and non-members;
- A willingness and ability to communicate electronically;
- An ability to travel on behalf of Kappa Alpha Theta;
- An appreciation for the importance of her responsibilities in directing the business affairs and the future of Kappa Alpha Theta;
- Demonstrated success in working well with others at all levels; and
- Integrity and discretion in handling sensitive and/or confidential matters.

In addition, Council members are expected to support with their work and with monetary contributions (as appropriate) the initiatives of Kappa Alpha Theta, including but not limited to the Kappa Alpha Theta Foundation (leadership-level gift of at least \$1,000 annually), Life Loyal program, Friendship Fund, and Fraternity & Sorority Political Action Committee (FSPAC).

GRAND COUNCIL JOB DESCRIPTIONS

The **Fraternity president** is the official head of the Fraternity and ensures that the approved plans and programs are carried out in accordance with policies established by Grand Council. She presides at all meetings of Grand Council and all sessions of Grand Convention; serves as an ex officio member of all committees of Grand Convention and Grand Council; and serves as an ex officio member of the Kappa Alpha Theta Foundation Board of Trustees. She directs the work of the Fraternity vice presidents and the chief executive officer. She is responsible for the Fraternity's relationships with university and college administrators, for representing Kappa Alpha Theta within the interfraternity community, and for the general public relations of the Fraternity.

In addition to the general duties mentioned above, each **Fraternity vice president** may be designated to represent Grand Council as a director of the Kappa Alpha Theta Housing Corporation or as a trustee of the Kappa Alpha Theta Foundation. Additionally, each may be appointed to serve on at least one of the standing Council committees (audit, enterprise risk management, and personnel) or on other committees Grand Council determines to be necessary.

GRAND COUNCIL TERMS AND LIMITS

As stated in our bylaws,

- Each Grand Council term is two (2) years, which begins upon installation;
- A woman can serve as member of Grand Council for a maximum of six (6) full terms; and
- A woman can serve a maximum of two (2) full terms as Fraternity president.