

# Director

## National Slovak Society of the USA

### Summary

As a member of the Board of Directors, a Director is responsible for the effective governance of the National Slovak Society of the USA (NSS). Their main purpose is to advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the NSS so as to support the society's mission and vision.

### \*Major responsibilities

- Organizational leadership and advisement.
- Formulation, oversight and governance of policies and procedures developed by the Board.
- Establish overall long and short term goals, objectives and priorities for the NSS.
- Recommend policy to the Board.
- Prepare for and participate in the discussion and the deliberations of the Board.
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation.
- Monitor and evaluate the effectiveness of the NSS through a regular review of products, programs and services.
- Appoint or remove the National Officers of the Society, define their duties, and fix their compensation package (taken from By-Laws p.17, B.1).
- Review of organizational and programmatic reports.
- Promotion of Society membership through advertising and community networking.
- Fundraising, outreach and promotion of the NSS Museum and PVR Scholarship Fund.

*\* Members of the Board share these responsibilities while acting in the interest of the NSS. Each member is expected to make recommendations based on their experience, expertise and vantage point in the community.*

### Meeting and Time Commitment

- The Board meets four (4) times per year.
- Committees of the Board meet an average of four (4) times per year, pending their respective work agenda.
- Directors are required to allocate time outside of board meetings in order to successfully perform the major responsibilities of their office, including (but not limited to) participation in phone conferences, responding to emails and completion of paperwork.
- Directors are to be available at the call of the President/CEO and Chairperson of the Board for travel to the Home Office or offsite locations for educational, training and/or fraternal events.
- Directors are encouraged to attend National, Assembly and Region events or meetings.
- Directors are encouraged to attend the American Fraternal Alliance Annual Meeting once within a four (4) year term and be active in their respective State and Local Fraternal Alliances.
- Directors are to be available at the call of the President/CEO and Chairperson of the Board for any regular and/or special meetings.

## **Term**

- Directors are elected by the membership at the NSS Quadrennial Convention held every four (4) years and serve for a four (4) year term.

## **Expectations of Directors**

- Solid understanding of the society's business.
- Commitment to the work of the National Slovak Society of the USA.
- Knowledge or skills in one or more areas of Board governance: policy, finance, programs and/or personnel.
- Gain understanding of NSS policies and procedures.
- Become familiar with the NSS finances, budget, and financial/resource needs.
- Participate on at least one (1) standing committee of the Board and serve on ad-hoc committees as necessary.
- Be informed of the services provided by the NSS and publicly support them.
- Prepare for and participate in the discussions and the deliberations of the Board.
- Be alert to community concerns that can be addressed by the NSS mission, objectives, products and programs.
- Financially support the NSS, PVR Scholarship Fund, and Museum in a manner commensurate with one's ability.
- Foster a positive working relationship with other Directors and the NSS Officers.
- Be aware of, and abstain from, any conflict of interest.

## **Knowledge, Skills and Experience**

- Bring a set of defined professional skills to the board room that will contribute to good governance.
- Directors should have values that are aligned with the purpose, mission and vision of the NSS.
- We seek Directors who have expertise, education, knowledge and/or experience in at least one of the following areas: finance, investments, management, leadership, accounting, industry knowledge, fraternal leadership and/or fraternal involvement.