

Kappa Kappa Gamma Charitable Foundation Job Descriptions

TRUSTEES

President

1. Serve as the chief executive officer of the Foundation
2. Have general executive charge, management and control of the properties, business and operations of the Foundation
3. Have the authority to agree upon and execute all leases, contracts, evidences of indebtedness and other obligations in the name of the Foundation subject to the approval of the Board of Trustees
4. Preside at all meetings of the Board of Trustees
5. Chair the Executive Committee

Vice-President

1. Undertake the duties of the President in the event of the President's absence or inability to perform such duties
2. Supervise Foundation Administrative Assistant Position
3. Oversee database management for the Foundation
4. Serve on the Executive Committee

Secretary

1. The minutes shall be electronically distributed or mailed at least three to five business days prior to the next meeting
2. Notify Trustees of all meetings
3. Provide notebooks for the Minutes to each Trustee and to make sure the notebooks are complete at the end of each fiscal year and returned at the end of term on the Foundation
4. Distribute notebooks to new Trustees at the annual meeting, or whenever she begins to serve
5. Be available to the President for any assistance as she may request to fulfill her duties
6. Serve on the Executive Committee

Treasurer -

1. Serve on the Executive Committee
2. Inform the bank of the officers, particularly the Treasurer, President, and Business Manager
3. Develop Policies and Procedures for fiscal responsibility
4. Maintains financial records for the Foundation with the assistance of the Business Manager
5. Deposits all money promptly

6. Communicates with Pilgrimage Business Manager
7. Prepare, or has accountant prepare, all required State and Federal financial reports (i.e., tax returns, sales tax returns, 1099/1096 employee tax forms)
8. Provide a written financial report at every meeting of the Board of Trustees with the assistance of the Business Manager

Assistant Secretary –

1. Serve as Corresponding secretary
2. Write notes from the Foundation
 - a. Thank –you notes
 - b. Condolences when necessary
3. Assist Secretary as needed
4. Write acknowledgement letters for all donations (See Finance Section, Policy F-3, Procedure F-3-1)

Governance –

1. Serve as Parliamentarian (be familiar with Roberts Rules of Order)
 - a. Assist the President by bringing any lapses in following correct procedures to the attention of the Trustees
2. Review Policies and Procedures
 - a. Philanthropy
 - b. Pilgrimage
 - c. Financial
 - d. General and Administrative
 - 1) Nominating
 - 2) Communication –Internal and Public
3. Review By-Laws every 4 years

Legal/ Insurance Trustee

1. Review contracts used for Pilgrimage
2. Obtain legal advice as needed from Foundation Attorney
3. Consult with KKG National as necessary to clarify legal and insurance relationships and coverage
4. Address insurance needs

Long Range Planning

1. Serve as the primary person to receive and report to the Board issues and concerns regarding the long term health of Kappa Kappa Gamma Charitable Foundation of Houston
2. Report to the board twice a year with a summary and evaluation of long range issues
3. Chair and appoint members of any special committee the Board identifies as needed to address long range planning concerns

4. Report to the Board the results of any long range planning special committees

Nominating – (see Policies & Procedures, GA-4)

Philanthropy – (see Policies & Procedures, P-2)

PR/ Communications

1. Write articles for publication in Kappa Keynotes, The Key, other magazines or newspapers
2. Develop a plan for communicating the purpose and work of the Foundation to the Association and general public
3. Attend Board and General meetings of the Association from time to time
4. Work with Pilgrimage Chairmen in planning event publicity

Ways & Means

1. Assist Pilgrimage Chairmen
2. Develop strategy for all fundraising activities of the Foundation including an Annual Giving program
3. Chair a committee to select the next Pilgrimage Chairman. Refer to Holiday Pilgrimage Section of Policies and Procedures, Policy HPI-01

Governance

Basic Functions:

1. Serve as a Trustee attending substantially all regular monthly meetings and any additional meetings as might be called
2. Call and chair any committee that is deemed appropriate by the Chairman and approved by the Board
3. Appoint members of the committee as needed
4. Supervise committee members and report committee actions to the Board on a regular basis

Primary Responsibilities:

- a. Work with Committee Chairmen to develop and review Policies and Procedures Manual. This should include an annual review of a portion of The Policies and Procedures Manual, so that the entire document is reviewed over a three year period. Changes in Job Descriptions should be made as needed
- b. The Bylaws should be reviewed every fourth year (in the year when the Policies and Procedures Manual is not reviewed)

- c. Serve as Parliamentarian (be familiar with Roberts Rules of Order)

Legal / Insurance

Basic Functions:

1. Serve as a Trustee attending substantially all regularly monthly meetings and any additional meetings as might be called
2. Call and chair any committee that is deemed appropriate by the Chairman and approved by the Board
3. Appoint members of the committee as needed
4. Supervise committee members and report committee actions to the Board on a regular basis

Primary Responsibilities:

1. Review and oversee the approval of contracts to be used by Pilgrimage Chairmen, included but not limited to the following:
 - a. Homeowner
 - b. Floral
 - c. Security
 - d. Valet Parking
 - e. Venue arrangements
 - f. Any other contracts or agreements deemed necessary
2. On behalf of the Foundation, seek legal advice from Foundation attorney, when necessary.
3. Address insurance needs for the Foundation and Pilgrimage
 - a. Verify coverage from KKG Fraternity Headquarters and obtain any additional insurance, as appropriate. Review and follow Pilgrimage Procedure HP9-01
 - b. Make recommendations to Foundation for approval

Long Range Planning

Basic Functions:

1. Serve as a Trustee attending substantially all regular monthly meetings and any additional meetings as might be called
2. Compile information from sources and report to the Board regarding long-range planning issues

3. Chair, appoint, and supervise committees approved by the Board to address long-range planning issues

Primary Responsibilities:

- a. Serve as the primary person to receive and report to the Board issues and concerns regarding the long term health of the Kappa Kappa Gamma Charitable Foundation of Houston
- b. Report to the Board twice a year with a summary and evaluation of long range issues
- c. Chair and appoint members to any special committee the Board identifies as needed to address long range planning concerns
- d. Report to the Board the results of any long range planning special committees

PR/ Communications

Basic Functions:

1. Serve as a Trustee attending substantially all regular monthly meetings and any additional meetings as might be called
2. Call and chair any committee that is deemed appropriate by the Chairman and approved by the Board
3. Appoint members of the committee as needed
4. Supervise committee members and report committee actions to the Board on a regular basis

Primary Responsibilities:

- a. Write articles for publication in *Keynotes*, *The Key*, other magazines or newspapers
- b. Develop a plan for communicating the purpose and work of the Foundation to the Association
- c. Oversee the execution of the plan
- d. Attend Board and General meetings of the Association from time to time
- e. Work with Pilgrimage Chairmen in planning event publicity

Secretary

Basic Functions:

1. Serve as a Trustee attending substantially all regular monthly meetings and any additional meetings as might be called
2. Be available to the President for any assistance as she may request to fulfill her duties
3. Serve on the Executive Committee
4. Work in cooperation with the Assistant Secretary

Primary Responsibilities:

- a. Take minutes of all meetings
- b. Notify Trustees of all meetings
- c. Provide notebooks for the minutes to each Trustee and make sure the notebooks are complete at the end of each fiscal year
- d. Distribute notebooks to new Trustees at Annual Meeting, or whenever a new Trustee is elected
- e. Write a letter to the bank listing names of the new Treasurer, Pilgrimage Business Manager and President. Include the minutes of the Annual meeting in which officers are elected

Ways and Means

Basic Functions:

1. Serve as a Trustee attending substantially all regular monthly meetings and any additional meetings as might be called
2. Call and chair any committee that is deemed appropriate by the Chairman and approved by the Board
3. Appoint members of the committee as needed
4. Supervise committee members and report committee actions to the Board on a regular basis

Primary Responsibilities:

- a. Assist Pilgrimage Chairmen
- b. Develop strategy for all fundraising activities of the Foundation including an Annual Giving program

- c. Chair a committee to select the next Pilgrimage Chairman. Refer to Holiday Pilgrimage Section of Policies and Procedures, Policy HP1-01