

Position: Executive Councillor

Reports to: Convention

Position Summary

Executive Councillors serve as members of the Executive Council, Tau Beta Pi's Board of Directors, for a maximum of two consecutive staggered three-year terms. Under Tennessee Law, Executive Councillors have fiduciary responsibilities for Tau Beta Pi including the duties of good faith, loyalty, and care. The Executive Council shares governing responsibility with the Convention and is charged with overall leadership of the Association in accordance with the Constitution and Bylaws. Executive Councillors work as a team with the Executive Director to successfully execute their role in leading the Association.

Primary Roles

- Ensure the legal, ethical, and financial integrity of the Association.
- Review and revise as needed the vision, mission, and strategic plan for the Association.
- Establish short- and long-term goals for the Association based on the vision, mission, and strategic plan for the Association.
- Serve as an informed advocate for the Association to enhance its public standing.

Duties, Responsibilities, and Expectations

- Attend and actively participate in in-person Executive Council meetings (typically 5 per year), teleconferences, and the annual Convention.
- Actively participate in at least one Executive Council committee and attend scheduled in-person or teleconference committee meetings.
- Ability to devote an **average** of 5 hours per week to the work of the Executive Council.
- Ability to travel 6-8 times per year for meetings or to represent the Executive Council at Association functions, including spending 4 consecutive days (Wednesday – Saturday) at the annual Convention.
- Review meeting materials in advance, ask questions, and use independent judgment in deciding matters during Executive Council meetings.
- Review metrics and assess progress towards meeting the Association's goals.
- Ensure the financial stability of the Association by reviewing and approving the budget and participating in development and outreach activities.
- Provide oversight of the Association's programs and serve as liaison to assigned program directors.
- Select, support, and evaluate the Executive Director and develop a succession plan.
- Develop and set policies for the overall operation of the Association.



Volunteer Position Description

- Participate in Executive Council orientation activities, on-going training, new member recruitment, and self-assessment.
- Represent the Association at events such as alumni gatherings and District Conferences.
- Contribute financially to the Association.

Qualifications and Experience

- Must be an alumnus or alumna member of Tau Beta Pi.
- Experience working collaboratively in an environment with diverse opinions and backgrounds.
- Capacity to analyze, evaluate, and effectively advocate for specific courses of action.
- Background in leading, working with, or advising a Tau Beta Pi chapter (alumni and/or collegiate) or experience as an Association Official is desirable.
- Experience in management, finance, fund raising, marketing, or higher education (as a faculty member or administration) is beneficial.