

## **SIGMA TAU DELTA, FALL BOARD MEETING 2017**

### **EXECUTIVE & BOARD DEVELOPMENT COMMITTEE CHARGE**

To exercise all executive powers of the Society excepting any specifically retained by the full Board in official sessions. To provide input on the Society's annual budget; to oversee disposition and investment of Society funds, with an emphasis on preservation of capital. To advise on the desirability and/or feasibility of additional expenditures. To develop and review policies and processes that enable the Board to recruit and mentor potential new Board members. To nominate candidates and implement elections. To review elections policy and procedures. To recommend any changes for elections to be held at the next convention.

### **COMMITTEE FOCI/TIMELINE**

#### Summer 2017 into Fall 2017

- By September 1, review strategic plan to identify and discuss relevant goals and objectives at the Fall board meeting
- By September 15, determine who is eligible and, if appropriate, nominate a candidate to receive the Delta Award
- By the Fall Board meeting, review and suggest changes to Executive Committee roles and responsibilities
- By December 15, implement an education plan/process for both new and ongoing Board members, including mentoring of new Board members

#### Spring 2018 into Summer 2018

- From January 15 through the Spring convention, recruit and interview candidates for open Board positions and make recommendations to the Board
- By Spring Convention, review and discuss updates and short reports from Task Forces on Past Presidents Councils and Constitutional/Bylaw Revisions

Strategic Plan Goals 2B, 2C, 5D

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### **FALL 2017, COMMITTEE MINUTES**

1. Welcome, Thanks, & Literary Moment
  - Fitzpatrick welcomed and thanked the committee board members and shared a poem as a literary moment to begin the meeting
2. Announcements & Old Business
  - Strategic Plan Updates
    - Steinberg shared the progress of the Constitution & By-Laws Task Force. A discussion ensued about the upcoming process in voting large portions of the constitution into the by-laws (with the exception of the legally-binding passages). The committee agreed that moving the majority of the constitution to the by-laws will allow for more consistent and timely revisions for the future.
    - Hochstein shared the discussion of the Past President's Council Task Force and ongoing work toward developing guidelines and parameters for the Council as an advisory arm of the organization.
    - Fitzpatrick reviewed the integration of the previous year's task force reports into the current year's committees.
  - Board Business Processes – Roberts Rules, Parliamentarians, Report & Vote Time Restrictions
    - Fitzpatrick reviewed the special rules the Executive Committee agreed to in the previous year and used during Board meetings for increased efficiency. Fitzpatrick indicated that a brief overview of the rules would be provided at the start of the Board meeting for the new Board members.

### 3. New Business

- Board Contract Form
  - Fitzpatrick shared a draft of a Board Contract Form revised from a template available at the National Council of Nonprofits. Committee members discussed initial revisions to the form. Fitzpatrick said she would make the initial revisions and send the revised copy to the committee for additional review and edits. The committee goal is to have a completed document for review and vote at the spring Board meeting.
- Board Orientation & Mentoring
  - The committee discussed the complexities of developing a thorough orientation and mentoring program for new Board members. The committee recommends creating an ad-hoc committee or task force dedicated to this issue and chaired by the Immediate Past President in the next year.
- Duties and/or Responsibilities of Executive Board Positions & Voting Privileges
  - The committee discussed the potential changes to the Executive Board positions, specially the Historian post and its potential replacement as a member-at-large post (or something similar). The committee recommends giving the Constitution & By-Laws Task Force oversight in crafting the revised language for the new post. Additional discussion will continue on the issue at the spring Board meeting.
- Delta Award Nominees
  - Delta Award nominees were discussed, and two long-term and dedicated faculty sponsors were identified for receiving the award over the next two years.
- ED Evaluation
  - The committee reviewed the annual evaluation materials of the Executive Director and the committee recommended a 4% salary increase commensurate with previous years.

### **Online Committee Discussion, September 2017 – February 2018**

#### Board Contract Form

- The committee will continue discussions and revisions of the Board Contract Form.

#### National Humanities Alliance

- Based on a suggestion provided during the Board meeting, committee members will investigate a potential partnership with the National Humanities Alliance.