



SACNAS MISSION

SACNAS is an inclusive organization dedicated to fostering the success of Chicano/Hispanic and Native American scientists, from college students to professionals, in attaining advanced degrees, careers, and positions of leadership in STEM.

BOARD CANDIDATE CRITERIA

1. SACNAS Membership

Candidates must be current regular or lifetime members of SACNAS in order to run for a position on the SACNAS Board of Directors.

2. SACNAS Experience

Participation within SACNAS and commitment to its mission (7+ years) as exhibited by committees, conference participation, Life Membership, etc.

3. National Leadership

Established professional (or potential) experience working in professional societies, boards, foundations, or other similar organizations.

4. Board Diversity

Contribute to reflecting a diverse pool of candidates, including discipline, ethnicity, geographic location, gender, orientation.

5. Financial Contributions

Have a record of contributing financially to SACNAS, participating directly in the organization's revenue generating strategies, and/or have a demonstrated record of substantial fundraising.

BOARD OF DIRECTORS RESPONSIBILITIES & EXPECTATIONS

SACNAS (Society for Advancement of Chicanos/Hispanics and Native American in Science), is a national society with a 44-year history of fostering the success of Chicano/Hispanic and Native American scientists and students in attaining advanced degrees, careers, and positions of leadership and increasing diversity in the scientific workforce and academia. SACNAS serves an ever-increasing community of 20,000 members, partners, and affiliates from STEM disciplines, institutions, ethnic and backgrounds; hosts chapters at 115 college and university campuses throughout the U.S. and its territories; and brings together nearly 4,000 students, postdocs,

and professional scientists, administrators and program directors at its national conference every year.

The Board of Directors is the governing body of the SACNAS. One third of the Board is elected annually by the membership. Elected board members serve three-year terms and no member can serve more than two consecutive terms.

This document provides a brief outline of the individual and group responsibilities of the SACNAS Board of Directors. In particular, this document addresses the following 1) general responsibilities of the Board, and 2) expectations of the Board.

RESPONSIBILITIES

1. Carry out the mission and goals of the organization

The Board ensures that the organizational programs and services are in alignment with the mission and strategic goals of the organization. At times in an organization's history, the Board reviews and if necessary recommends an updated mission statement, usually as part of a strategic planning process.

2. Ensure effective strategic planning

The Board must be knowledgeable about and provide oversight to the annual fiscal, operational and program planning. The Board should also participate in strategic planning processes, as necessary, and oversee the strategic plan goals on an ongoing basis.

3. Ensure fiduciary responsibility and secure financial resources

The Board's foremost responsibilities are to secure and ensure adequate resources for the organization to fulfill its mission, in partnership with the Executive Director and staff. Each Board member is responsible for making a personal meaningful financial commitment to the organization commensurate with her/his means, and to identify ways in which they can participate directly in supporting the organization's revenue generation strategies.

4. Protect assets and provide proper financial oversight

The Board must have a good understanding of the organization's financial and business model and monitor its alignment with the strategic plan. The Board also approves the annual budget. The Board, via the Finance committee, monitors its annual financial performance throughout the year and ensures that proper financial controls are in place.

5. Monitor and strengthen programs and services

The Board should regularly evaluate the performance and value of programs and services, and provide oversight aimed at optimizing their alignment with the organization's mission.

6. Select the Executive Director

The Board defines the responsibilities of the Executive Director and undertakes a national search to find the most qualified individual for the position. In case of planned or unplanned Executive Director transition, the Board is responsible for developing a successful succession plan to ensure smooth transition and to minimize disruption to SACNAS.

7. Support, oversee, and evaluate the Executive Director

The Board should ensure on a continuing basis that the Executive Director has the resources and support that he or she needs to further the goals of the organization. The Board works with the Executive Director to develop the strategic plan and oversees the efforts of the Executive Director in advancing the organization initiatives. The Board also conducts a performance evaluation of the Executive Director on an annual basis.

8. Review organization's Bylaws

It is the Board responsibility to review and approve any recommended changes to the organization's Bylaws, which are then put forward to the general membership for final approval.

9. Maintain a highly-functioning Board

The Board is responsible for the completion of an annual self-assessment to improve Board governance. The Board should also assist with the recruitment of a diverse candidate pool and the orientation of new Board members. The Board, via the Nominations committee, develops the criteria for selecting new Board members; establish a clear system for identifying, cultivating, approving and orienting new Board members.

10. Ensure legal and ethical integrity

The Board is ultimately responsible for adherence to legal standards and ethical norms.

11. Enhance the organization's public standing

The Board should be able to clearly articulate the organization's mission, accomplishments, and goals and be willing to communicate their own commitment for the organization's work and purpose to the public and garner support from the community.

Adapted by Center for Nonprofit Management, 2013 from Richard T. Ingram, Ten Basic Responsibilities of Nonprofit Boards, Second Edition (BoardSource 2009).

EXPECTATIONS

1. Board Meetings

- a. The SACNAS Board of Directors meets in person three times per year and via conference call every month. Board members are expected to participate in all scheduled in-person board meetings and conference calls. In-person board meetings are usually held in February, June and at the annual conference in September/October.
- b. The dates and locations of Board meetings are set by the Board of Directors up to one year in advance, but may be subject to change with Board approval. Board members can suggest items for the agenda. Accompanying documentation should be provided to the SACNAS office at least three weeks before the Board meeting via email.
- c. The meeting agenda and pertaining documents are sent to all Board members by e-mail prior to the meeting and are also posted online on BoardNetwork at (<https://secure.boardnetwork.org/login.asp>).
- d. If a Board member needs to have the agenda sent to an alternative e-mail address, he/she should provide the SACNAS office with the alternative address. A memo with final logistics for the Board meeting is always enclosed with the agenda. *All Board members are expected to come to meetings fully prepared to discuss items presented on the agenda.*

2. Meeting Practices

- a. In-person SACNAS Board meetings typically are scheduled for two full days (depending on Board members' availability as well as the venue).

- b. In-person Board meetings are generally held from 8:00 a.m. to 5:00 p.m. on the first day and 8:00 a.m. to 2:00 p.m. on the second day. As a result, Board members normally travel a day before the meeting begins (meetings are held in the United States) and should not schedule departure flights before 5:00 PM.
- c. Meals and refreshments are provided.
- d. To allow for open discussion, all closed Board meeting discussions are confidential. The minutes contain only brief descriptions of items under consideration and the decisions of the Board. Dissenting opinions are noted in the minutes upon request.

3. Governance Committees

In addition to participation in Board meetings, Board members are expected to serve as members or chair of at least one active committee and accept responsibility for various projects, upon request, and appropriate to one's talents and experience. Throughout the year, governance committees communicate regularly and report to the full Board regarding their progress. Current committees include: the Audit, the Bylaws, the Executive, the Finance & Budget, the Nominations and the Data Management & Evaluation committee.

4. Code of Conduct. All Board members must comply with the following:

- Attend all Board meetings.
- Be thoroughly prepared for meetings and actively participate in discussions.
- Vote independently.
- Be collegial and respectful of all individuals and opinions.
- Conduct business in a professional and ethical manner.
- Be receptive to new and different ideas.
- Place the interests of SACNAS above their own self-interests.
- Provide advice and assistance on matters of personal expertise.
- Upon request, attend an additional programmatic meeting in or outside of one's local area.
- Promote SACNAS within his/her own organization or community.

This document is intended as a brief summary of the roles and responsibilities of the SACNAS Board. Questions about any of the above may be directed to the SACNAS Executive Director or to the President of SACNAS. In addition, further information regarding the SACNAS Board of Directors and By-Laws is available on-line: http://sacnas.org/wp-content/uploads/2017/07/SACNAS-Bylaws-Current_2017.pdf

Note: *The proposed changes to the SACNAS Bylaws are currently being voted on by the membership; the updated version of the Bylaws, if approved, will be posted as soon as the voting process is concluded.*