

**APPENDIX E-1 TO STANDING RULES**  
**ARCS FOUNDATION, INC.**  
**DUTIES AND RESPONSIBILITIES OF THE OFFICERS**

*(Recommended for NB Approval on ~~ed on Sept 11, 2021~~ January 22, 2022 with an effective date of July 30, 2021 or, if not otherwise noted, Jan 25, 2020)*

**PRESIDENT** *(effective July 30, 2021)*

The President oversees the leadership direction of the organization and serves as the official spokesperson of ARCS Foundation, Inc.

In addition to the duties and responsibilities set forth in the Bylaws and Standing Rules, the President:

- General Board and Chapter Support
  - Provides guidance and leadership to the National Board (“NB”) and to all ARCS Foundation chapter members and supports and facilitates NB members in the fulfillment of their responsibilities;
  - Develops the agenda and coordinates the orientation of NB Members and members of the Council of Advisors and Council of Presidents; and
  - Provides support to the Chair, Chapter Engagement, the Council of Presidents, the Council of Advisors, and Chapters as needed and visits Chapters when invited or as needed.
- Meetings
  - Establishes the meeting schedules and agendas, oversee the development and website posting of all materials and preside over all meetings of the NB, the Executive Committee and the All Members Conference (AMC);
  - Works with the Secretary to re view the minutes of the meetings of all NB, Executive Committee and AMC prior to presentation for approval;
  - Oversees all NB and AMC meeting arrangements and schedule, marketing and sponsorship arrangements and related venue and hotel contracts;
  - Works with the AMC Advisory Committee to determine workshop topics and presenters and selection of speakers for AMC;
  - Oversees the content and distribution of materials for the AMC information packet; and
  - Arranges for the purchase of all AMC and NB speakers’ gifts and ARCS Lights awards.
- Committees
  - Establishes the schedule for all committee meetings at NB Meetings;
  - Appoints the members of all standing committees, in consultation with their respective chairs (unless otherwise specified in the Bylaws and Standing Rules), with the approval of the NB;
  - Appoints the chairs and members of all advisory committees, with the approval of the NB;
  - Appoints a Chair of the Nominating Committee;
  - Appoints at-large members of the National Endowment Fund Committee as required by the National Endowment Fund Policy;
  - Appoints ad hoc and task force chairs and committee members as needed, (including the ARCS Scholar Hall of Fame selection committee), with the approval of the NB;
  - Serves as an ex-officio member of all committees, except the Audit and the Nominating Committees;
  - Provides support as needed to all committees including the identification of annual goals and objectives, the preparation of annual work plans and timelines and the submission of annual report; and
  - Oversees the work of the Vice Presidents and committee chairs.
- Communications and Public Relations
  - Maintains regular communications with the Executive Committee, the NB, Council of Presidents, Council of Advisors and all members and coordinates communications by others to the Executive Committee, the NB and all members;
  - Oversees all print and electronic website materials, including the preparation and distribution of National’s annual report; and
  - Works with the NB to establish affiliations and partnerships with other national

organizations.

- Financial
  - Serves as the NB authorized backup signatory (Note: Treasurer is the primary signatory, and the President and Vice President for Finance are backup signatories in the event of an emergency) for the authorized transfer, investment and disbursement of operating account funds and securities.
- Compliance and Governance
  - Oversees the review of annual compliance reporting and submission by all Chapters of required financial statements, tax filings and liability insurance coverages in accordance with the Compliance Resources Guide;
  - Oversees the review of the annual submission by each Chapter of its ARCS Scholar information in the Scholar Data Base;
  - Oversees the review of Chapter Profile reports for completion and accuracy prior to compilation as the annual Chapter and National Profile consolidated report and prior to assessment of National dues by the Treasurer for the next fiscal year;
  - Oversees the preparation and distribution of the annual consolidated report based on the annual compilation of the Chapter and National Profiles; and
  - Oversees the registration and use of National intellectual property by the Chapters pursuant to the Chapter Affiliation Agreement
- Administration
  - Oversees the activities of the association management company in coordination with the Vice President for Operations;
  - Conducts the annual performance review of the association management company and the negotiation of the terms of the agreement (including any revisions to the Scope of Work) with the association management company with the input and participation of the Vice President for Operations;
  - Signs contracts and other instruments obligating the corporation, as authorized;
  - Oversees the arrangements for video and audio communications accounts as needed for NB meetings and committee meetings;
  - Oversees the retrieval, distribution and responses to National-directed email, mail and other inquiries;
  - Oversees the preparation and distribution to the Chapters of
    - ARCS Scholar materials (certificates, pins and medallions)
    - Fundraising and other marketing materials;
  - Approves appropriately submitted invoices and expense reimbursement requests in a timely manner;
  - Oversees the presentation of an annual budget and regular financial reports to the NB;
  - Is knowledgeable about the Chapter Affiliation Agreement and the internal NB governing documents;
  - Encourages awareness of governing documents by the NB and enforces their provisions as needed;
  - Obtains an annual report from the chairs of each NB committee, ad hoc committee and task force and each Chapter President; and
  - Prepares an annual report to the NB, the Council of Advisors and the Council of Presidents.
- Preferred Skills and Abilities: Has technological fluency in Microsoft Office software (Word, Excel, PowerPoint) and Adobe Acrobat.

## **PRESIDENT ELECT**

The purpose of the position of President Elect is to provide a thorough orientation and learning experience one year before assuming the office of President. The President Elect is slated by the Nominating Committee and is elected by the NB to serve during the second year of the then President's term of office.

In addition to the duties and responsibilities set forth in the Bylaws and Standing Rules, the President Elect:

- Attends all NB and AMC meetings;
- Serves as a member of the Executive Committee;

- Attends any National Committee meeting (except a Nominating Committee meeting) as a non-voting member;
- Becomes familiar with all National Governing Documents, all Manuals, Guides and Handbooks, websites and the National timeline of activities;
- Assists and reports to the President and be available for special assignments as requested;
- Accompanies the President on any visits or meetings that would provide a learning experience and to provide background for her presidency the following year;
- Stands in for the President when she is not available and assumes the office of President if the President is unable to finish her term; and
- Shall be nominated to serve as President upon the completion of the President's term of office.
- Preferred Skills and Abilities: Has technological fluency in Microsoft Office software (Word, Excel, PowerPoint) and Adobe Acrobat.

### **VICE PRESIDENT FOR FINANCE**

In addition to the duties and responsibilities set forth in the Bylaws and Standing Rules, the Vice President for Finance:

- Serves as
  - Chair of the Finance Committee;
  - Ex-officio chair and member of the National Endowment Fund Committee (“NEFC”);
  - Ex-officio member of the Executive Committee;
  - Ex-officio member of the Philanthropy Committee;
  - Ex-officio member of the AMC Advisory Committee;
  - NB authorized approver of disbursements as required by the Finance Policy;
  - NB authorized primary signatory (Note: one NEFC member is the backup signatory in the event of an emergency) for the authorized transfer, investment, and disbursement of National Endowment funds and securities;
  - NB authorized primary signatory (Note: Treasurer is the backup signatory in the event of an emergency) for the authorized transfer, investment and disbursement of the operating reserve account funds and securities,
  - NB authorized primary signatory (Note: President is the backup signatory in the event of an emergency) for the authorized transfer, investment and disbursement of the temporarily restricted designated account funds and securities,
  - NB authorized backup signatory (Note: Treasurer is the primary signatory, and the President and Vice President for Finance are backup signatories in the event of an emergency) for the authorized transfer, investment and disbursement of operating account funds and securities; and
  - NB authorized signatory (along with the President) to management representation letter as requested by independent public accountants.
- Oversees the financial viability and sustainability of the National organization by
  - Reviewing the Finance Policy and seeking Finance Committee’s recommendation of updates and amendments as needed;
  - Overseeing the review of the reconciliation presented by the Treasurer of all bank, investment and online financial account (such as Greater Giving) statements for the receipt, transfer and disbursement of funds;
  - Presenting for NB approval proposed annual operating budget and amendments recommended by the Finance Committee;
  - Reviewing and distributing to the NB all periodic financial and budgetary reports;
  - Reviewing the finance and insurance information periodically submitted by the Chapters as required by the Chapter Affiliation Agreement and Compliance Resources Guide;
  - Reviewing (in consultation with the Chair, Audit Committee) the adequacy of and obtaining appropriate insurance coverages for National;
  - Coordinating (with the Treasurer and Vice President for Philanthropy) the timely issuance to donors of tax acknowledgment letters for donations made to National;

- Coordinating (with the Treasurer and Chair, Audit Committee) timely responses to requests for information made by independent public accountants
  - Assuring (with Chair, Audit Committee)
    - timely completion of the Conflicts of Interest Questionnaires,
    - timely preparation of annual financial statements by our independent public accountants, and
    - timely preparation and submission of annual federal, state and local tax, informational and regulatory returns;
  - Assuring timely submission of all periodic reports as required by state and local laws (i.e., California Secretary of State biannual Statement of Information);
  - Assuring National's compliance with its Finance Policy, including the National Endowment Fund Policy,
- Overseeing (in consultation with the National Endowment Fund Committee and its investment advisor) the investment (including asset allocation) activities of the National Endowment Fund and distributions from the National Endowment Fund; and
- Preparing and updating, as required, a long-range financial plan to support an approved long-range strategic plan.
- Updates biannually the job description for the Vice President for Finance and submits the changes to the Governance Advisory Committee, or in the absence of such an advisory committee, to the Vice President for Operations.
- Maintains financial information in the National Finances folder and Finance Committee materials in the National Library on the website.
- Regularly reviews website pages to ensure that relevant information is current and notifies the IS Advisory Committee of any necessary updates.
- Preferred Skills and Abilities: Has technological fluency in Microsoft Office software (Word, Excel, PowerPoint) and Adobe Acrobat.

#### **VICE PRESIDENT FOR OPERATIONS *(effective July 30, 2021)***

In addition to the duties and responsibilities set forth in the Bylaws and Standing Rules, the Vice President for Operations

- Serves as:
  - Ex-officio member of the Executive Committee;
  - Ex-officio member of the Finance Committee;
  - Ex-officio member of the Communications and Marketing Committee;
  - Ex-officio member of the IS Advisory Committee; and
  - Ex-officio member of the AMC Advisory Committee.
- Oversees the viability and sustainability of the National organization by serving as the primary liaison between National and its third-party association management company as outlined in National's contract with its association management company and coordinating requests and workflow according to National's approved annual budget, priorities and deadlines. For the 2021-2022 fiscal year, the Vice President for Operations
  - Serves as the gatekeeper for requests from NB to ensure that requests for management firm services do not exceed the contracted scope of services;
  - Serves as the central point of communication between the management firm and NB to consolidate communications and minimize disruptions;
  - Oversees the activities and arrangements of the association management company preparing for and during AMC and NB Meetings;
  - Participates in a weekly update meeting with the association management firm to ensure that firm is on schedule with current projects, address issues, and convey communications from NB. (typically one hour or less);
  - Participates in a monthly Communications and Marketing review meeting with association management firm and Chair, Communications and Marketing Committee to provide the Chair direct interface with association management firm on upcoming projects;
  - Approves all communications that are distributed to ARCS membership by the association management firm;

- Verifies that the association management firm has sufficient supplies of ARCS Scholar certificates, pins, and medallions needed during the fiscal year;
- Reviews association management firm staff hours monthly to ensure hourly utilization is within budget and approves monthly association management firm invoice for payment; and
- Organizes and leads an annual operations planning meeting to ensure that Finance has information needed for FY budget and that committee needs for the coming fiscal year are incorporated in the annual operations plan. (Note outcome of meeting: Association management firm develops 12-month timeline that is approved by VP for Operations).
- In coordination with the President
  - Oversees the preparation and updating as needed of the NB, National Committee and National Volunteer rosters in hard copy and electronic formats; and
  - Participates in
    - the annual performance review of the association management company; and
    - the negotiation of the terms of the agreement (including any revisions to the Scope of Work) with the association management company.
- In coordination with the Chair, Information Strategies Committee, association management company and third-party vendors, oversees the ARCS Foundation, Inc. internet and intranet website processes and procedures (including posting of documents in the Document Library).
- In coordination with the Chair, Audit Committee and Chair University Relations Committee, reviews Chapters' annual compliance reporting and submissions and the Chapters' use of National intellectual property under the Chapter Affiliation Agreement.
- In coordination with the Chair, Communications and Marketing Committee and association management company,
  - Oversees organization-wide compliance with the Style Guide; ,
  - Reviews and approves all National marketing efforts, including the National Newsletter, social media postings and press releases; and
  - Oversees the ARCS Foundation, Inc. internet and intranet website and National webpages design and content.
- Reports at each meeting of the Executive Committee regarding the activities of the association management company, the Communications and Marketing Committee and the Information Strategies Committee.
- Updates biannually the job description for Vice President for Operations and submits the changes to the Governance Advisory Committee or in the absence of such an advisory committee, the Vice President for Operations shall be responsible for the updating of job descriptions for the officers, directors and committee chairs.
- Maintains relevant information in the National Library on the website.
- Regularly review website pages to ensure that relevant information is current and notifies the Information Strategies Advisory Committee of any necessary updates.
- Preferred Skills and Abilities: Has technological fluency in Microsoft Office software (Word, Excel, PowerPoint) and Adobe Acrobat.

## **VICE PRESIDENT FOR PHILANTHROPY**

In addition to the duties and responsibilities set forth in the Bylaws and Standing Rules, the Vice President for Philanthropy

- Serves as:
  - Chair of the Philanthropy Committee;
  - Ex-officio member of the Executive Committee;
  - Ex-officio member of the Finance Committee;
  - Ex-officio member of the Communications and Marketing Committee; and
  - Ex-officio member of the AMC Advisory Committee;
- Prepares and implements a development plan to increase and sustain donations to National operations and the National Endowment Fund;
- Researches, identifies and solicits donors to support National operations and the National Endowment Fund without adversely affecting Chapter fundraising efforts;

- Oversees the preparation and submission of all National grant applications in conjunction with the President;
- Updates biannually the job description for Vice President for Philanthropy and submits the changes to the Governance Advisory Committee, or in the absence of such an advisory committee, to the Vice President for Operations;
- Maintains Philanthropy Committee materials in the National Library on the website; and
- Regularly reviews website pages to ensure the Philanthropy Committee information is current and notifies the IS Advisory Committee of any necessary updates.
- Preferred Skills and Abilities: Has technological fluency in Microsoft Office software (Word, Excel, PowerPoint) and Adobe Acrobat.

## **SECRETARY**

In addition to the duties and responsibilities set forth in the Bylaws and Standing Rules, the Secretary:

- Serves as an ex-officio member of the Executive Committee (“EC”);
- Conducts the roll call (in coordination with the Parliamentarian) at each NB meeting, National Annual Meeting and EC meeting;
- Records the minutes for each NB meeting and a summary of each National Annual Meeting and submits a draft to the President no later than one month following such meeting;
- Distributes the draft minutes of each NB Meeting or the draft summary of each National Annual Meeting to the NB by posting on the website within two weeks following the President’s approval of such draft minutes;
- Records the minutes for each EC meeting and submits a draft to the President within two weeks following such EC meeting;
- Distributes the EC minutes to the EC for review within one week following the President’s approval of the draft minutes;
- Updates biannually this job description for Secretary and submits the changes to the Governance Advisory Committee, or in the absence of such an advisory committee, to the Vice President for Operations;
- Maintains updated and approved minutes in the National Library on the website; and
- Regularly reviews website pages to ensure that relevant information is current and notifies the IS Advisory Committee of any necessary updates.
- Preferred Skills and Abilities: Has technological fluency in Microsoft Office software (Word, Excel, PowerPoint) and Adobe Acrobat.

## **TREASURER**

In addition to the duties and responsibilities set forth in the Bylaws and Standing Rules, the Treasurer:

- Serves as:
  - Ex-officio member of the Executive Committee;
  - Ex-officio member of the Finance Committee;
  - Ex-officio member of the Philanthropy Committee;
  - Ex-officio member of the AMC Advisory Committee;
  - NB authorized approver of disbursements as required by the Finance Policy;
  - NB authorized primary signatory for the transfer, investment and disbursement of operating account funds and securities (Note: Treasurer is the primary signatory, and the President and Vice President for Finance are backup signatories in the event of an emergency); and
  - NB authorized backup signatory for the transfer, investment and disbursement of the operating reserve account funds and securities in the event of an emergency, (Note: Vice President for Finance is the primary signatory for the operating reserve account);
- Oversees the financial viability and sustainability of the National organization by:
  - Assuring National’s compliance with Finance Policy and required approvals prior to payment of expenses and reimbursements;

- Approving all disbursements in accordance with the Finance Policy;
- Assuring the adequacy of cash available to fund the payment of expenses;
- Reviewing National's third-party association management company's activities regarding all accounting matters, including the recording of all receipts, transfers and disbursements (in coordination with the Vice President for Operations), the timely deposit of all funds and the timely payment of all expenses, and the initial reconciliation of all bank, investment and online financial account (such as Greater Giving) statements for the receipt, transfer and disbursement of funds.
- Confirming the reconciliation of all bank, investment and online financial account (such as Greater Giving) statements against the receipt, transfer and disbursement of funds for further review by the Vice President for Finance;
- Preparing all periodic financial and budgetary reports for review by the Vice President for Finance;
- Preparing annual budgets (and all amendments as needed) in coordination with the Vice President for Finance and for further Finance Committee review and recommendation to the NB for approval;
- Preparing (in coordination with the Vice President for Operations and the Chair, Chapter Engagement) and issuing to the Chapters their respective invoices for National dues;
- Coordinating (with the Vice President for Finance and Vice President for Philanthropy) the timely issuance to donors of tax acknowledgment letters for donations made to National; and
- Coordinating (with the Vice President for Finance and Chair, Audit Committee) timely responses to requests for information made by independent public accountants.
- Updates biannually the job description for Treasurer and submits the changes to the Governance Advisory Committee, or in the absence of such an advisory committee, to the Vice President for Operations.
- Maintains financial information in the National Finances and Finance Committee information in the National Library on the website.
- Regularly reviews website pages to ensure that relevant information is current and notifies the IS Advisory Committee of any necessary updates.
- Preferred Skills and Abilities: Has technological fluency in Microsoft Office software (Word, Excel, PowerPoint) and Adobe Acrobat.

#### **IMMEDIATE PAST PRESIDENT**

In addition to the duties and responsibilities set forth in the Bylaws and Standing Rules, the Immediate Past President:

- Serves as a member of the Executive Committee; and
- Serves in such other capacities and on special projects as requested by the President.