

**APPENDIX E-2 TO STANDING RULES**  
**ARCS FOUNDATION, INC.**  
**DUTIES AND RESPONSIBILITIES OF THE STANDING COMMITTEE CHAIRS**

*(Recommended for NB Approval on January 22, 2022, with an effective date of July 30, 2021)*

**CHAIR, AUDIT COMMITTEE**

In addition to the duties and responsibilities set forth in the Bylaws and Standing Rules, the Chair, Audit Committee:

- Confirms the submission of the financial information by the Chapters, including the IRS Form 990, proof of insurance, financial statements and other documents as required by the Chapter Affiliation Agreement and the Compliance Resources Guide and provides the information of non-completion to the appropriate NB officer or committee;
- Reviews (in consultation with the Vice President for Finance) the adequacy of appropriate insurance coverage for National;
- Disseminates and gathers and reviews the annual Conflict of Interest questionnaires to/from the NB;
- Updates the job description biannually for the Chair, Audit Committee 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 the Audit Committee folder and materials in the National Library on the website;
- Reviews website pages to ensure that relevant committee information is current and notifies the IS Advisory Committee of any necessary updates; and
- Preferred Skills and Abilities: Has technological fluency in Microsoft Office software (Word, Excel PowerPoint) and Adobe Acrobat.

**CHAIR, CHAPTER ENGAGEMENT COMMITTEE**

In addition to the duties and responsibilities set forth in the Bylaws and Standing Rules, the Chair, Chapter Engagement Committee:

- Serves on NB Committees as requested by the President;
- With respect to the Council of Presidents:
  - Oversees an annual plan for Chapter Engagement;
  - Coordinates the utilization of NB resources to support the Chapters; and
  - Attends the Council of Presidents meetings;
- With respect to new chapter development
  - Coordinates with Chair, University Relations to identify potential new chapters;
  - Provides guidance and support for the development and chartering of new chapters
  - Provides ongoing support for new chapters; and
  - Updates NCD materials including relevant policies applicable to new chapters;
- With respect to membership
  - Coordinates and leads Membership Collaboration Network meetings held two to three times a year;
  - Provides guidance to chapters on recruitment and retention of chapter members;
  - Reviews and revises the Membership Handbook as required; and
  - Leads the ARCS Forward Committee to plan and execute programs for the National Speaker series;
- Updates the job description annually for Chair, Chapter Engagement Committee and submits the changes to the Governance Advisory Committee, or in the absence of such a committee, the Vice President for Operations;
- Maintains Chapter Engagement Committee materials in the National Library on the website;
- Reviews website pages to ensure the Chapter Engagement Committee information is current and notifies the IS Advisory Committee of any necessary updates; and
- Preferred Skills and Abilities: Has technological fluency in Microsoft Office software (Word, Excel PowerPoint) and Adobe Acrobat.

### **CHAIR, COMMUNICATIONS AND MARKETING COMMITTEE**

In addition to the duties and responsibilities set forth in the Bylaws and Standing Rules, the Chair of the Communications and Marketing Committee:

- Chairs the Communications and Marketing Committee;
- Serves as a member of the Information Strategies Advisory Committee;
- Oversees the preparation and distribution of issuance of publicity and marketing materials in coordination with the Vice President for Operations;
- Works closely with the President to enhance and expand the visibility of ARCS Foundation at the National and Chapter levels;
- Oversees publication of a National e-newsletter; social media posts, press releases and promotional materials;
- Updates and coordinates publication of collateral materials for internal and external use;
- Updates the job description biannually for Chair, Communications and Marketing 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 Communications and Marketing Committee, Style Guide, social media, templates, and media information materials in the National Library on the website;
- Reviews and maintains website pages and communications and marketing materials in the National Library to ensure that relevant Communications and Marketing Committee information is current and notifies the IS Advisory Committee of any necessary updates' and
- Preferred Skills and Abilities: Has technological fluency in Microsoft Office software (Word, Excel PowerPoint) and Adobe Acrobat.

### **CHAIR, NOMINATING COMMITTEE**

In addition to the duties and responsibilities set forth in the Bylaws and Standing Rules, the Chair, Nominating Committee

- Chairs the Nominating Committee to prepare a proposed slate of Officers and Directors for the next fiscal year for presentation to and approval by the NB at the last NB meeting of the fiscal year;
- Distributes the proposed slate to the NB and arranges for the timely posting of the slate on the members' only intranet website;
- At the last NB meeting of the fiscal year, presents a resolution to the NB to fix the number of directors of the corporation for the next fiscal year and a resolution to approve the Nominating Committee slate of Officers, Directors and Advisors;
- Maintains (in consultation with the Parliamentarian) the official, ongoing record of National positions held and terms of office;
- Updates the job description annually for Chair, Nominating Committee 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 Nominating Committee materials and the official ongoing record of National positions held and terms of office in the National Library on the website;
- Reviews website pages to ensure the Nominating Committee information is current and notifies IS Advisory Committee of any necessary updates; and
- Preferred Skills and Abilities: Has technological fluency in Microsoft Office software (Word, Excel PowerPoint) and Adobe Acrobat.

### **CHAIR, UNIVERSITY RELATIONS COMMITTEE**

In addition to the duties and responsibilities set forth in the Bylaws and Standing Rules, the Chair, University Relations Committee:

- Chairs the University Relations Committee;
- Serves as primary contact between the NB and the Chapter Vice Presidents of University Relations;
- Reviews and revises the University Relations Manual as required;

- Ensures that Chapters have a thorough understanding of ARCS Foundation Scholar Awards requirements and procedures;
- Provides research materials as needed to Chapter Vice Presidents of University Relations and the Chair, Chapter Engagement Committee, regarding opportunities for the development of new Chapters;
- Works in conjunction with Chair, Chapter Engagement, and Chair, Council of Presidents, to review procedures relating to University Relations Matters, such as site visits;
- Recommends and exchanges information on issues pertaining to university relations; and
- Coordinates with the Vice President for Operations and Chair, Chapter Engagement, to
  - review the 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;
  - review the annual submission by each Chapter of its Scholar information in the Scholar Data Base;
  - review Chapter Profiles for completion and accuracy prior to compilation as the annual Chapter and National Profile report and prior to assessment of National dues by the Treasurer for the next fiscal year;
  - assist the Vice President for Operations in the preparation of the annual compilation of the Chapter and National Profiles;
- Updates the job description biannually for Chair, University Relations Committee and submits changes to the Governance Advisory Committee, or in the absence of such an advisory committee, to the Vice President for Operations;
- Maintains the University Relations Committee folder and materials in the National Library;
- Reviews website pages to ensure that relevant committee information is current and notifies IS Advisory Committee of any necessary updates; and
- Preferred Skills and Abilities: Has technological fluency in Microsoft Office software (Word, Excel PowerPoint) and Adobe Acrobat.