



**VISION:** Achieving True Diversity in STEM

**MISSION:** An inclusive organization dedicated to fostering the success of Chicanos/Hispanics and Native Americans, from college students to professionals, in attaining advanced degrees, careers, and positions of leadership in STEM.

## **BOARD OF DIRECTORS**

### **GENERAL CRITERIA FOR CANDIDATES**

**SACNAS Membership.** Candidates must be current (dues paid) members of SACNAS.

#### **Demonstrated Experience in:**

**STEM Diversity & Inclusion.** Candidates should demonstrate sustained commitment to the SACNAS mission and vision through participation in SACNAS committees, attendance and participation at The National Diversity in STEM Conference, or similar relevant experience with other organizations that have a commitment to diversity and inclusion in the STEM fields (Science, Technology, Engineering, & Mathematics).

**Organizational Governance.** Candidates should have prior experience in governance such as sitting on a board, establishing a SACNAS chapter or other STEM diversity/equity/inclusion entity, serving as an officer of an organization (President, Vice President, Treasurer, etc.), or serving as a director of a group in a company.

**National Engagement.** Candidates should have established relationships with national organizations and companies such as scientific societies, foundations, professional societies, professional interest groups, and funding agencies.

**Team-Based Leadership.** Candidates should have experience working as part of a diverse team as well as leading teams of individuals from a variety of backgrounds, including persons with world views which might be different than theirs.

**Financial Contribution.** Candidates must be willing to give personal annual, unrestricted contributions to SACNAS consistent with their financial situation. Candidates must also be willing to open doors to funding relationships, secure external funds, and steward donors for SACNAS.

#### **Board Diversity**

The overall board composition ideally reflects the diversity of the U.S. population and represents a wide range of professional talents, disciplines, and sectors, particularly across the following dimensions:

##### **STEM fields and disciplines**

**Career sectors** (academia, government, private industry, nonprofit, and other STEM-related careers such as journalism, law, and education)

**Ethnicity and race** (including but not limited to Native American, Alaska Native, Native Hawaiian, Hispanic/Latinx, and African American)



**Geographic location**

**Gender and sexual orientation**

## **BOARD OF DIRECTORS RESPONSIBILITIES & EXPECTATIONS**

### **PURPOSE**

**The Board of Directors is the governing body of SACNAS.** Under the legal duties of care, loyalty, and obedience, the Board of Directors—individually and collectively—serve as the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission.

**Duty of Care:** Take care of SACNAS (the organization) by ensuring prudent use of all assets, including facility, people, and good will.

**Duty of Loyalty:** Ensure that SACNAS' activities and transactions are, first and foremost, advancing its mission. Recognize and disclose conflicts of interest. Make decisions that are in the best interest of the nonprofit corporation, not in the best interest of the individual board member (or any other individual or for-profit entity).

**Duty of Obedience:** Ensure that SACNAS obeys applicable laws and regulations, follows its own bylaws, and adheres to its stated corporate purposes/mission.

### **ELECTION & TERM OF OFFICE**

The Board is elected by the SACNAS membership. Annually, a new class of board members are elected to serve a three-year term. Board members cannot serve more than two consecutive terms.

### **RESPONSIBILITIES**

**1. Determine the organization's mission and purpose.**

It is the Board of Directors' responsibility to create and review a mission statement, vision, and purpose that articulates the organization's goals, means, and primary constituents as part of the strategic planning process.

**2. Select the Executive Director.**

The Board of Directors defines the Executive Director's responsibilities and searches carefully for the most qualified individual to fill this position. In case of planned or unplanned Executive Director transitions, the Board of Directors is responsible for developing successful succession plans to ensure the transitions are smooth and disruptions are minimized.

**3. Support the Executive Director and assess their performance.**

The Board of Directors ensures that the Executive Director has the professional support needed to further the goals of the organization. The Board of Directors works with the Executive Director to



develop and implement the strategic plan, and oversees the efforts of the Executive Director in advancing the organization's initiatives. The Board of Directors also conducts a performance evaluation of the Executive Director on an annual basis.

**4. Ensure effective organizational planning.**

The Board of Directors actively participates in strategic planning processes as necessary and oversees the strategic plan goals on an ongoing basis.

**5. Determine, monitor, and make strategic recommendations to help strengthen programs and services.**

The Board of Directors continually examines the organization's services and programs to verify that goals are consistent with the organization's mission, and to oversee whether services and programs are accomplishing their intended outcomes.

**6. Protect assets and provide proper financial oversight.**

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

**7. Ensure fiduciary responsibility and sustainability.**

The Board of Directors' foremost responsibility is to secure and ensure that adequate resources exist for the organization to fulfill its mission.

**8. Ensure legal and ethical integrity and maintain accountability.**

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

**9. Maintain a highly functioning board.**

The Board of Directors is responsible for articulating prerequisites for board candidates, recruiting diverse candidates, orienting new members, and periodically and comprehensively evaluating its own performance. The Board of Directors, via the Nominations Subcommittee, develops the criteria for selecting new board members each year.

**10. Enhance the organization's public standing.**

Each member of the Board of Directors 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.



## **EXPECTATIONS**

### **Board Meetings**

Board members are expected to participate in all scheduled board meetings. The SACNAS Board of Directors meets a minimum of six times annually: three in-person meetings at locations within the United States and three (or more) video conference meetings. In-person board meetings are usually held in February, June, and October during the annual conference. 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. General practices for in-person meetings include:

- In-person board meetings typically are scheduled for two full days, 8:00 a.m. to 5:00 p.m. on the first day and 8:00 a.m. to 4:00 p.m. on the second day. Board members normally travel a day before the meeting begins and should not schedule departure flights before 6:30 p.m. on the second day.
- SACNAS covers travel costs, accommodations, meals, and refreshments for in-person board meetings. Board members may opt to have their institution/organization pay for travel and/or accommodations as part of an in-kind contributions to SACNAS.
- In the event of mandated travel restrictions as in the COVID-19 pandemic, the Board of Directors will hold their two-day meetings virtually.

### **Committee Leadership & Service**

Board members are expected to chair at least one committee or subcommittee, and are eligible to serve on additional committees if they wish. Board members should be willing and ready to accept responsibility for various projects upon request, as appropriate to their talents and experience.

### **Code of Conduct**

All board members must comply with the following:

- Execute a conflict-of-interest statement before the initial board term and on an annual basis.
- Adhere to the SACNAS Code of Conduct and SACNAS Code of Ethics.
- Be punctual and thoroughly prepared for meetings.
- Actively participate in discussions.
- Conduct business in accordance with the bylaws.
- Conduct business in a professional and ethical manner.
- Be collegial and respectful of all individuals and opinions.
- Be receptive to new and different ideas.
- Place the interests of SACNAS above their own self-interests.
- Vote independently.
- Keep all board meeting information and discussions confidential.
- Adhere to all federal, state, and local laws as applicable to governance, management, and revenue generation.

*This document is intended as a brief summary of the roles and responsibilities of the SACNAS Board of Directors. Questions may be directed to the current SACNAS President, the Executive Director, or to the email address [elections@SACNAS.org](mailto:elections@SACNAS.org). The SACNAS bylaws are available online at [www.sacnas.org/bylaws](http://www.sacnas.org/bylaws).*