



**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 CANDIDATE GENERAL CRITERIA**

### **1. SACNAS Membership**

Candidates must be a current member of SACNAS.

### **2. STEM Diversity & Inclusion Experience**

Candidates should have demonstrated commitment to the SACNAS mission and vision. This may be exhibited by participation in SACNAS committees, attendance and participation at The National Diversity in STEM Conference, or similar relevant experience with and demonstrated commitment to diversity in the STEM fields.

### **3. National Leadership**

Candidates should have established relationships with national organizations, companies, etc. (e.g. scientific societies, foundations, professional societies, etc.).

### **4. Board Diversity**

The overall board composition ideally would reflect true diversity within STEM equally reflecting (as best as possible) a wide range of professional talents, disciplines, and sectors:

- a) STEM – Science, Technology Engineering, and Math
- b) Sectors – Academia, Government, Private Industry
- c) Ethnicity/Race – Native American, Alaska Native, Hispanic/Latinx, African American, etc.
- d) Other – Geographic Location, Gender, Sexual Orientation, etc.

### **5. Financial Contributions**

Candidates must be willing to give a significant personal annual, unrestricted contribution (e.g. \$2,400 a year/\$200 monthly minimum). Candidates must also be willing to open doors to funding relationships, secure external funds, and steward donors.

### **6. Governance**

Candidates must be able to demonstrate past experience in board governance. Additional consideration will be given to candidates with national board governance experience.



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

### **PURPOSE**

**The Board of Directors is the governing body of the 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 that the nonprofit adheres to its stated corporate purposes/mission.

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

The Board is elected by the membership. Annually, a new class of board members are elected to serve a three-year term. Board members are not eligible to 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.

**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 transition, the Board of Directors is responsible for developing a successful succession plan to ensure a smooth transition and to minimize disruption.

**3. Support the Executive Director and assess his or her performance.**

The Board of Directors should ensure that the Executive Director has the moral and professional support he or she needs to further the goals of the organization. The Board of Directors 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 of Directors also conducts a performance evaluation of the Executive Director on an annual basis.

**4. Ensure effective organizational planning.**

The Board of Directors should actively participate in strategic planning processes, as necessary, and oversee the strategic plan goals on an ongoing basis.

**5. Determine, monitor, and strengthen the organization's programs and services.**

The Board of Directors continually examines the agency's services and programs to verify that goals are consistent with the agency'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 its annual 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 responsibilities are to secure and ensure 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 to articulate prerequisites for candidates, recruit diverse candidates, orient new members, and periodically and comprehensively evaluate its own performance. The Board of Directors, via the Nominations Subcommittee, develops the criteria for selecting new Board members.

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

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

## 1. Board Meetings

- a. The SACNAS Board of Directors meets at a minimum of six times annually: three in-person meetings and three conference call meetings. Board members are expected to participate in all scheduled board meetings. In-person board meetings are usually held in February, June and October (during the conference).
- 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.

## 2. Meeting Practices

- a. In-person SACNAS Board meetings typically are scheduled for two full days
- 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 4:00 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 6:30 PM.
- c. The organization covers the travel costs to/from in-person board meetings. Meals and refreshments are also provided. *(Note – Board members are also eligible to contribute additionally by having their institution/organization pay for their travel and/or accommodations.)*

## 3. Committee Leadership & Service

In addition to participation in Board meetings, board members are expected to chair of at least one committee or subcommittee. Board members are eligible to serve on additional committees. Board members should be willing and ready to accept responsibility for various projects, upon request, and appropriate to one's talents and experience.

## 4. Code of Conduct.

All Board members must comply with the following:

- Execute a conflict of interest statement before the initial term and on an annual basis.
- Agree to adhere to the SACNAS Code of Conduct and 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 about any of the above may be directed to John D. Winnett, the SACNAS Executive Director, at [john@sacnas.org](mailto:john@sacnas.org) or Dr. Sonia Zarate, SACNAS President, at [sonia@sacnas.org](mailto:sonia@sacnas.org). In addition, further information regarding the SACNAS bylaws is available on-line: <http://sacnas.org/bylaws/>*