## International Leadership Opportunities

# Sigma Board of Directors

**Purpose**
The board of directors manages the business and corporate affairs of the society. The board oversees the honor society and its subsidiaries, committees, advisory councils, and task forces.
The board of directors is composed of the president, president-elect, vice president, secretary, treasurer, five directors, and the chair of the Regional Chapters Coordinating Committee.

**Committee Work**
Each board member serves on one or more board committees and serves as liaison to committees, advisory councils, and task forces.

**Other Opportunities**
Board members may be called upon to represent Sigma at US or international conferences/events. They are often asked to speak at Sigma chapters for induction and charter events.

## General Responsibilities for All Positions

Anyone seeking an elected position must be able to meet the following requirements/standards:

- Be an active, dues-paying Sigma member.
- Demonstrate a working knowledge of Sigma
- Have a history of Sigma leadership at the chapter, regional, or committee, advisory council, or task force level.
- Act in accordance with Sigma governance documents.
- Prepare for, attend, and participate in board or committee meetings by thoroughly reading and reviewing all meeting materials prior to each meeting.
- Share one's individual perspective but arrive at consensus with the board or committee.
- Demonstrate cultural sensitivity and humility in decision-making processes,
- Maintain the confidentiality of board or committee proceedings.
- Respect the interests of members, chapters, and Sigma.
- Represent Sigma in a professional manner as an ambassador, actively supporting the organization.
- Demonstrate workable English skills for written and verbal communication.

## Additional Board Roles and Qualifications

In addition to the requirements above, members seeking a position on the Sigma International Board of Directors (BOD) must be ready and able to:

- Hold a role that has a fiduciary responsibility to serve consistently within the best interests of Sigma.
- Understand nonprofit governance and uphold the financial and legal responsibilities of board members.
- Participate in Sigma conferences and other programs as needed.
- Work with the BOD and the Sigma Chief Executive Officer to achieve the organization's aims.
- Serve on additional standing committees or task forces as appointed.
- Encourage participation in philanthropy to support Sigma's programs.
- Serve as a representative of the BOD, which may include but is not limited to chapter chartering ceremonies.
- Determine the qualifications, conditions of employment, and responsibilities of the Chief Executive Officer.
- Delegate the employment and administration of other staff personnel to the Chief Executive Officer.

## President-elect/President

The president-elect serves a two-year term on Sigma's International Board of Directors, actively learning, observing, and contributing to the organization's leadership before assuming the role of president for an additional two years. This preparatory period equips the individual with a comprehensive understanding of the responsibilities of the president, the Board of Directors (BOD), the CEO, Sigma staff senior leadership team, Sigma subsidiaries, and elected Sigma Committees, ensuring a smooth transition into the role of president and organizational continuity.

Sigma's president-elect/president is deeply engaged with Sigma and embodies its values. The president is more than a figurehead. He or she is expected to be an ambassador for Sigma, representing its brand, mission, vision, and values on the global stage. The president is expected to guide the organization and be a thought leader for Sigma.

The president is also expected to be a collaborative and visionary leader capable of working with the International Board of Directors as they guide the organization through challenges, pursuing and nurturing global relationships in and outside of nursing, and driving the nursing profession forward.

The president should respect Sigma's history and evolution as the world's first global nursing honor society, while leading the organization forward in an ever-changing and dynamic global environment.

After a president's term ends, they continue to engage with Sigma, providing their insights, experiences, and knowledge to support Sigma's mission and vision.

**Key Responsibilities**:

- The president-elect must be prepared to assume the full responsibilities of the President at the conclusion of the term—or immediately, in the event of a vacancy.
- Represent Sigma as appropriate.
- Serve as a member of the Executive Committee and the Finance, Audit, and Risk Committee; and has other designated responsibilities within Sigma to support the organization's strategic goals during the biennium. (As president, serves as the chair of the Board of Directors and Executive Committee.)
- Demonstrates working knowledge of financial oversight, including budgets, financial reports, and organizational risk.
- As president, work closely with the CEO and lead the International Board of Directors to co-create the development and achievement of Sigma's strategic goals to ensure the organization's success.
- As president, provide leadership and oversight for a volunteer Board of Directors, fostering collaboration, accountability, and engagement.
- Serve as a voting delegate in Sigma's House of Delegates, and as President, serve as Chair.
- Past presidents continue to serve as special (voting) delegates within the House of Delegates.
- As president, facilitate board and annual business meetings following Robert's Rules of Order to guide discussion, motions, debate, and voting procedures.

**Qualifications and Characteristics:**

- Demonstrated leadership experience chairing complex organizations, preferably in a global or multinational context.
- Strong understanding of nonprofit governance and experience working at the executive level and managing volunteer boards; national or international experience preferred.
- Collaborative, servant leader with strong interpersonal and relationship-building skills.
- Ability to receive feedback, engage in reflective practice, and model continuous improvement.
- Forward-thinking mindset with global curiosity and openness to diverse perspectives.
- Passion for Sigma and commitment to its mission and values with a vision for the organization.
- Exceptional communication skills across a wide variety of settings, situations, and audiences, using a combination of their nursing expertise, leadership acumen, and diplomatic skills.
- High ethical standards, attention to detail, and commitment to transparency and accountability.

**Time commitment:**

- As president-elect, the ability to meet a time commitment equivalent to approximately one day per week, excluding conferences and travel.
- As president, the ability to meet a time commitment equivalent to approximately three days per week, excluding conferences and travel.

- Attend monthly Board or Executive Committee meetings.
- Commit time between meetings for follow-up, preparation, committee work, and strategic initiatives.
- Travel and event participation as required .
- Participate in House of Delegates proceedings.

## Vice President

Serving a two-year term, the vice president plays a key leadership role on the International Board of Directors. The vice president works closely with the President and President-Elect to support the development and achievement of Sigma's strategic goals to ensure the organization's success. The vice president should have excellent communication skills across a wide range of settings, situations, and audiences, drawing on their nursing expertise, leadership acumen, and diplomatic skills. The vice president's communications amplify the president's work and Sigma's brand.

**Key Responsibilities**:

- Serve as a member of the Executive Committee and the Finance, Audit, and Risk Committee, and has other designated responsibilities within Sigma to support the Sigma's strategic goals during the biennium.
- The vice president performs the duties of president or president-elect when the president and president-elect are unable to fulfill the duties of the president or when there is an illness, injury, or conflict of interest. Therefore, the vice president should also meet the requirements for the role of the president.
- Serve as a voting delegate in Sigma's House of Delegates.

**Qualifications and Characteristics:**

- Professional nursing background in healthcare leadership, clinical practice, academic, research, and/or public policy with senior leadership or governance experience.
- Notable Sigma membership and leadership journey within Sigma that informs their understanding of the organization.
- Strong understanding of governance principles and board operations as well as excellent collaborative decision-making and communication skills.
- Commitment to Sigma's mission, values, and global impact.

**Time commitment:**

- Attend monthly Board or Executive Committee meetings.
- Attend monthly Finance, Audit, and Risk Committee meetings.
- Commit time between meetings for follow-up, preparation, committee work, and strategic initiatives.
- Travel and event participation as required—approximately 2-4 times a year.

Participate in House of Delegates proceedings.

## Treasurer

As a member of the international Board of Directors (BOD), the treasurer provides stewardship over the fiscal health of the organization. This individual possesses the financial acumen of a large-scale nonprofit organization and understands financial models within the United States. The treasurer should be able to understand potential international implications of financial decisions and provide recommendations related to national and international trends to ensure Sigma's fiscal sustainability. The treasurer works collaboratively with the Chief Executive Officer (CEO), finance staff, and financial advisors to provide forecasting to ensure Sigma's financial health, risk management, and compliance. The treasurer participates in periodic reviews of the organization's annual budget, financial statements, and financial analyses of Sigma and its subsidiaries. These reviews are completed in collaboration with the CEO, finance staff, and international BOD.

The treasurer serves as the corporate treasurer and fulfills duties as outlined in Sigma's governing documents. Additionally, the treasurer serves an advisory role for the international BOD regarding financial matters, auditing processes and reports, and risk management and compliance concerns. The treasurer recommends budget approvals, budget amendments, and financial policy to the international BOD. More specifically, the treasurer reviews budget performance to monitor income, expenses, and variance, and recommends actions or amendments to the budget.

The treasurer is a member of the Executive Committee of the international BOD. The treasurer serves as chair of the Finance, Audit and Risk Committee, offering financial strategy for the organization and identifying and anticipating financial risks that the organization may face in the future.

**Key Responsibilities:**

- Serve as a member of the Executive Committee and chair the Finance, Audit, and Risk Committee.
- Ability to understand financial management, independent audit processes, and reporting. The treasurer provides oversight and recommendations for specialized areas of finance, including: long-range forecasting; investment planning and management; bonding levels; auditor selection; and audit scope.
- Partner with the CEO and financial staff to support strategic financial planning, oversight, and long-term fiscal sustainability.
- Maintain a working understanding of all Sigma corporations and manage financial synergies across Sigma groups.
- Oversee reporting to government agencies, including tax reporting and regulatory compliance.
- Communicate clearly and effectively with the Board of Directors regarding financial performance, risks, and opportunities.
- Educate board members and organizational leaders on financial reports and key financial indicators.
- Provide oversight of budget development, monitoring, and variance analysis.
- Ensure understanding and accountability related to risk management, internal controls, and audit processes.

- Interact with investment brokers and external financial advisors to support responsible investment management.
- Present the financial report at the annual business meeting.
- Serve as a voting delegate in Sigma's House of Delegates.

**Qualifications and Characteristics:**

- Strong business and financial background with demonstrated operational and budget management experience; national or international experience preferred.
- Advanced education preferred; MBA not required.
- Knowledge of tax reporting, financial governance, risk management, and audit accountability.
- Ability to translate complex financial information for non-financial stakeholders.
- High ethical standards, attention to detail, and commitment to transparency and accountability.

**Time Commitment**

- Attend monthly Board or Executive Committee meetings.
- Chair monthly Finance, Audit, and Risk Committee meetings.
- Prepare and work between meetings.
- Participate in House of Delegates proceedings.

## Directors

Serving four-year terms, the five directors on the International Board of Directors (BOD) represent a broad range of professional nursing backgrounds, including healthcare leadership, clinical practice, academic, research, and public policy. Directors also have membership and leadership journeys within Sigma that inform their understanding of the organization. Directors bring their expertise in nursing, healthcare trends, and policy to bear as they deliberate issues before the board. A director has a strong understanding of governance principles and board operations, business acumen, and excellent collaborative decision-making skills.

**Key Responsibilities:**

- Serve as an active, engaged member of the Sigma BOD working collaboratively with fellow directors and executive leadership; actively participates in strategic planning.
- Understand and uphold Sigma's bylaws, policies, and governance practices.
- Maintain awareness of Sigma's investments, funding initiatives, and priority projects.
- Serve on committees and task forces based on board needs and individual expertise; support committee recommendations being brought forward to the full BOD; prepare for and actively participate in committee and board discussions.
- Listen to Sigma members and communicate member perspectives and insights to the BOD; bring awareness of regional, cultural, and international considerations that impact Sigma's members and operations.

- Contribute to an inclusive board culture that values diverse viewpoints and thoughtful dialogue; consider multiple perspectives when addressing complex issues.
- Serve as a voting delegate in Sigma's House of Delegates.

**Qualifications:**

- Demonstrate qualities needed to help govern a complex, global organization.
- Possess a diverse range of skills, experiences, and perspectives suitable for an international board.
- Has financial knowledge and comfort engaging with budgets, financial reports, investments, and funding strategies.
- Ability to assess risk and contribute to discussions on organizational resilience and sustainability.
- Has high emotional intelligence, including strong listening skills, self-awareness, and respectful engagement.

**Time Commitment:**

- Attend scheduled board meetings (approximately 6 per year, with virtual meetings lasting about 4 hours and in-person meetings lasting 1-2 days in length), retreats, and committee meetings (as assigned, typically monthly).
- Review materials in advance and engage in ongoing work between meetings.
- Participate in House of Delegates proceedings.

## Regional Chapters Coordinating Committee (RCCC) Chair

The Regional Chapters Coordinating Committee (RCCC) Chair represents the Regional Coordinators on the Board of Directors and guides and nurtures the regional coordinators (RCs) as they enhance, advance, and further develop regional leaders within Sigma and address chapter needs within their specific regions. The RCCC Chair serves a two-year term on the International Board of Directors (BOD).*

**Key Responsibilities**

- Provide leadership, guidance, and mentorship to regional coordinators.
- Serve as a key connector between chapter leadership and the BOD, elevating regional and chapter insights, concerns, and opportunities to board-level discussions.
- Support consistency in chapter engagement while respecting regional and cultural differences.
- Maintain clear, timely, and respectful communication with regional coordinators.
- Coach and mentor regional coordinators in addressing chapter-level challenges.
- Apply strong conflict-resolution skills to support positive outcomes and sustained relationships.
- Encourage collaboration, trust, and shared problem-solving across regions.
- Serve as a voting delegate in Sigma's House of Delegates

**Qualifications**

- Prior experience serving as a Sigma regional coordinator.

- Cultural sensitivity and the ability to guide collaboration across a global organization.
- Highly effective communication skills across diverse audiences and settings.
- Strong mentoring and leadership development skills.
- Ability to navigate conflict constructively and support resolution when challenges arise.

**Time Commitment**

- Attend scheduled board meetings (approximately 6 per year, with virtual meetings lasting about 4 hours in length and in-person meetings lasting 1-2 days in length), quarterly committee meetings, and monthly group or individual meetings with regional coordinators and staff. Average 3-5 meetings per month.
- Must be able to engage across multiple time zones to support committee and regional activities.
- Travel as needed to attend chapter induction ceremonies or other key Sigma events, serving as an ambassador for the organization.
- Preparation, mentoring, and follow-up work between meetings.
- Participate in House of Delegates proceedings.

**While the RCCC Chair position is currently a 2-year position, the 2027 House of Delegates will be presented with a proposed bylaws amendment to extend this to a 4-year term to align with the term length of Sigma directors. Therefore, candidates selected for the 2027 ballot should be prepared to serve either a 2- or 4-year term.*

## Non-Board Leadership Positions

### Governance Committee Members

The Governance Committee (GC) oversees bylaws compliance, makes recommendations for bylaws changes, and oversees member and chapter eligibility issues. The GC, together with the Charter Review Task Force (CRTF), reviews chapter chartering and amendment documents and makes recommendations to the Board of Directors (BOD) for appropriate next steps. As part of this process, the committee evaluates the required curriculum and grading systems of institutions of higher learning to ensure that they meet international standards. Accreditation bodies are also reviewed and evaluated to ensure that institutions of higher learning and practice settings have appropriate accreditation.

GC members should have familiarity with Sigma membership eligibility criteria and international and chapter bylaws. Past service on a chapter-level governance committee or other governance-related experience is preferred. The chair, and to some extent members of the GC, take an active role in educating delegates about proposed bylaws amendments prior to meetings of the House of Delegates. The chair is required to participate in Houe of Delegates meetings to present amendments to the delegation. GC members should be available to participate in monthly committee meetings.

Members of this committee serve either two- or four-year terms, and the chair of the Governance Committee is appointed by the President of Sigma.

**Key Responsibilities**

- Provide oversight for governance-related initiatives, reviews, and recommendations.
- Ensure accurate interpretation and application of Sigma's international and chapter bylaws.
- Maintain awareness of chapter histories, precedents, and governance context.
- Track governance-related details and clearly articulate implications to members and leaders.
- Support review of governance-related budgets and resource needs.
- Maintain strict confidentiality in all governance, mediation, and sensitive matters.
- Lead or support governance education sessions, including those conducted prior to the House of Delegates.
- Serve as an articulate speaker in governance discussions, meetings, and conference settings.
- Act in a mediator role to support constructive dialogue and conflict resolution when governance issues arise.
- Apply strong listening skills to ensure that diverse perspectives are heard and fairly considered.
- Educate delegates about proposed amendments to the bylaws prior to meetings of the House of Delegates.

**Qualifications**

- Previous experience with governance committees at the chapter and/or international level.
- Experience with a Charter Review Task Force or similar governance review body is highly desirable.
- Comprehensive understanding of international and chapter bylaws and how they interact.
- Clear understanding of the distinction between bylaws and procedures.
- Exceptional attention to detail and ability to track, interpret, and explain governance requirements.
- Global knowledge and sensitivity to regional and cultural differences.
- High standards of integrity, discretion, and confidentiality.
- Strong listening skills, emotional intelligence, and mediation capability.
- Ability to communicate clearly and confidently as an articulate speaker and educator.
- Past service on a chapter-level governance committee or other governance-related experience is preferred.

**Time Commitment**

- GC members should be available to participate in monthly committee meetings.
- Participate in charter and amendment application review meetings as needed (typically 2-3 times per year).
- Participation in governance education, delegate preparation, and mediation activities.
- Chair participates in House of Delegates proceedings.
- Serve terms of two or four years.

## Leadership Succession Committee (LSC) Members

The Leadership Succession Committee (LSC) is charged with cultivating current and future leaders, ensuring Sigma's long-term sustainability. LSC members should have in-depth knowledge of the roles and responsibilities of all elected positions.

The LSC educates Sigma members about the roles and responsibilities of open leadership positions and proactively seeks opportunities to share these positions with the membership. The LSC encourages applications by assisting in promoting the call for nominations. Members of this committee assist in developing Sigma members in organizational leadership roles via mentoring and coaching.

Members of the LSC review, score, and shortlist applications in preparation for interviews. The LSC conducts numerous virtual interviews to evaluate candidates and select nominees. From these nominees, the LSC prepares the international ballot, which is then submitted to the Board of Directors (BOD).

While the committee typically meets monthly throughout the biennium, members must be available and prepared for additional meetings between January and May during election years for candidate interviews. The chair is required to participate in the House of Delegates as a special delegate and must be able to address questions about the ballot as needed.

LSC members shall be ineligible for any elected office on the ballot that they help to prepare. Members of this committee serve either two- or four-year terms, and the Chair of the LSC is appointed by the President of Sigma.

**Key Responsibilities**

- Educate Sigma members about the roles and responsibilities of open leadership positions.
- Proactively seek opportunities to share leadership opportunities with the membership.
- Promote the call for nominations and encourage member applications.
- Support Sigma members' development through mentoring and coaching.
- Review, score, and shortlist applications.
- Conduct virtual interviews to evaluate candidates and select nominees.
- Prepare the international ballot and submit it to the BOD.
- Ensure a fair and transparent candidate evaluation process.

**Qualifications**

- In-depth knowledge of Sigma leadership roles.
- Prior Sigma leadership experience preferred.
- Commitment to leadership development.
- Ability to evaluate candidates objectively.
- Committee members cannot run for offices on the ballot they prepare.
- Strong collaboration skills.
- Prior Sigma Board, chapter, and/or regional leadership experience is preferred.

**Time Commitment**

- Monthly meetings throughout the biennium.
- Additional meetings January–May during election years.
- Participation in candidate interviews.
- Chair participates in House of Delegates proceedings.
- Serve terms of two or four years.

## Regional Coordinators (RCs)

Serving as a Regional Coordinator of Sigma is an opportunity to provide meaningful leadership and support to chapters across a designated region. Regional coordinators play an essential role in strengthening Sigma's chapter community by offering guidance, regional insight, and a deep understanding of the organization.

Regional coordinators support Sigma by serving as a liaison between chapters and the broader organization. Acting as a brand ambassador, the RCs promote chapter advancement, collaboration, and engagement in alignment with Sigma's mission. To build a strong sense of community, RCs hosts regular meetings with chapter leaders throughout the biennium and maintain ongoing communication to support local needs and priorities.

As an active member of the Regional Chapters Coordinating Committee (RCCC), RCs serve a two-year term and are expected to attend committee meetings and submit written reports on regional activities as needed.

Working closely with staff and the RCCC Chair, RCs share essential updates and resources, and support chapters in achieving excellence while honoring regional and cultural norms.

**Key Responsibilities**

- Serve as a primary point of contact for chapters within the assigned region.
- Organize and lead a regional committee of at least three members.
- Provide guidance, mentorship, and support to chapter leaders using organizational best practices.
- Maintain awareness of the strengths, needs, and challenges of all chapters in the region, assist chapters with various activities such as strategic planning and bylaws compliance.
- Listen to chapter leaders and communicate regional insights, concerns, and opportunities to Sigma leadership.
- Support chapters in understanding and navigating Sigma resources, policies, and processes.
- Encourage chapter applications for the Chapter Key Award, recruit members to serve as judges for Chapter Key Award applications, and promote overall chapter recognition and success.
- Coordinate regional communications and initiatives.
- Serve as a voting delegate in Sigma's House of Delegates

**Qualifications**

- Demonstrate experience within the region the candidate would serve.

- Prior Sigma chapter leadership or similar volunteer experience, familiarity with chapter operations, and a commitment to advancing chapter success and engagement.
- Strong understanding of Sigma as an organization, including its mission, structure, and programs.
- Ability to recognize and address the diverse challenges faced by chapters across a region.
- Strong interpersonal, communication, and relationship-building skills.
- Foster communication, collaboration, and shared learning among chapters within the region.
- Encourage consistency while respecting regional and chapter-level diversity.
- Promote a positive, supportive relationship between Sigma and chapter leaders.

**Time Commitment**

- Monthly RCCC or sub-committee meetings.
- Regional committee meetings as needed.
- Ongoing engagement with chapters in the assigned region.
- Preparation and follow-up activities consistent with the responsibilities of the role.
- Participate in House of Delegates proceedings.

## Leadership Succession Committee (LSC) Contact Information

LSC members are available to meet with individuals or chapters who want to discuss opportunities for serving as a volunteer leader with Sigma. Visit SigmaNursing.org/LSC or contact SigmaLSC@sigmanursing.org for additional information.