

## **Board Chairperson**

### **Qualifications for Board of Directors (Per Constitution Section 23)**

- An individual must be capable of assuming the responsibilities as outlined in the Constitution and as established by the Society from time to time. These qualifications shall reflect the complexity and magnitude of the business and affairs of the Society and shall therefore include expertise in corporate governance, financial accounting, and insurance, among others.
- Shall be a Benefit Member in Good Standing of the Polish Falcons of America **at all time** for five consecutive years prior to their election.
- Shall not be an officer, director, delegate, representative, agent, or employee of any other fraternal benefit organization doing life insurance business.
- Shall not be a paid employee of PFA National Headquarters.
- Shall possess relevant work experience and/or educational background as set forth by the Board of Directors.
- Shall take and successfully complete a Life Office Management Association (LOMA) Insurance Management Course within 6 months of election. The designated course shall be determined by the National Board of Directors. Failure to complete the required course in the designated time frame (including any extensions) shall automatically be removed from the Board.

### **Additional Duties for Board Chairperson (Per Constitution Section 31)**

- Preside at all meetings of the Board of Directors and perform such other duties as may be designated by the Board of Directors.
- Call special meetings of the Board of Directors.
- Serve as Temporary Convention Chairperson of the National Convention until a Convention Chairperson is elected and installed.
- Appoint the members of all committees established by the Convention as provided in the Bylaws, subject to the approval by the Board of Directors.
- Call a Special Convention at such place and time designated by action of the Board of Directors or on written demand of at least one-third (1/3) of the Nests in good standing.
- Be a member of the Executive Council, as outlined in Section 34 of the Constitution, which shall meet in the months in which there is no meeting of the National Board of Directors.

### **Additional Duties/Expectations**

- Is representative of the entire membership of the Polish Falcons of America, not just their home District or Nest.
- Leads the Board in its oversight of Polish Falcons of America's future direction in meeting the goals of the organization, including membership growth, as outlined in the Strategic Plan, Mission Statement, Vision Statement, and Core Values.

### **Board Chairperson (cont.)**

- Leads all meetings of the Board of Directors.
- Works closely with the President in developing the goals, objectives, and meeting agendas of the Polish Falcons of America
- Leads the Board in establishing a process for hiring the President of the Polish Falcons of America.
- In cooperation with the President, sets the agenda for Board and Executive Council meetings.
- Complies with the PFA Code of Conduct and acts with integrity and high ethical standards.
- Travel may be required to attend various national, district, or nest events. Attendance may also be required at other events as a representative of the Polish Falcons of America.

### **Additional Qualifications / Skill Sets**

- Education/Work Experience – Possess a minimum of:
  - A 4-year degree and 10 years of demonstrated work experience in fields such as finance, insurance, operations, management, or similar fields.
  - OR-
  - A minimum of three-terms as a PFA National Board member
- Board Experience – Serve as a member of a Board of Directors in an organization.
- Understands the governance of Polish Falcons of America and the interaction between Nests, Districts, and National Headquarters.
- Non-profit or fraternal experience - Experience or knowledge of a non-profit or fraternal organization.
- Having held a district or nest officer position in the past is preferred.

## **Board Vice Chairperson**

### **Qualifications for Board of Directors (Per Constitution Section 23)**

- An individual must be capable of assuming the responsibilities as outlined in the Constitution and as established by the Society from time to time. These qualifications shall reflect the complexity and magnitude of the business and affairs of the Society and shall therefore include expertise in corporate governance, financial accounting, and insurance, among others.
- Shall be a Benefit Member in Good Standing of the Polish Falcons of America **at all time** for five consecutive years prior to their election.
- Shall not be an officer, director, delegate, representative, agent, or employee of any other fraternal benefit organization doing life insurance business.
- Shall not be a paid employee of PFA National Headquarters.
- Shall possess relevant work experience and/or educational background as set forth by the Board of Directors.
- Shall take and successfully complete a Life Office Management Association (LOMA) Insurance Management Course with 6 months of election. The designated course shall be determined by the National Board of Directors. Failure to complete the required course in the designated time frame (including any extensions) shall automatically be removed from the Board.

### **Additional Duties for Board Vice Chairperson (Per Constitution Section 32)**

- Perform the duties of the Chairperson of the Board of Directors in his/her absence, and perform such other duties as may be designated by the Board of Directors
- Be a member of the Executive Council, as outlined in Section 34 of the Constitution, which shall meet in the months in which there is no meeting of the National Board of Directors.
- Send a written notice of a special Convention as per section of the Constitution.
- Act as temporary Secretary of the National Convention until a Convention Secretary is elected and installed.
- In case of death, resignation, or removal of the Board Chairperson, shall perform the duties of the Chairperson until the vacancy is filled.

### **Duties/Expectations**

- Performs such duties as from time to time may be prescribed by the Chairperson or by the Board of Directors
- Is representative of the entire membership of the Polish Falcons of America, not just their home District or Nest.
- Actively participates in all meetings of the Board of Directors.
- Attends Quarterly Board Meetings, Executive Council meetings, Committee Meetings, and other meetings called by the Chairperson.

### **Board Vice Chairperson (cont.)**

- Complies with the PFA Code of Conduct and acts with integrity and high ethical standards.
- Travel may be required to attend various national, district, or nest events. Attendance may also be required at other events as a representative of the Polish Falcons of America.

#### **Additional Qualifications / Skill Sets**

- Education/Work Experience – Possess a minimum of a
  - 4-year degree and 10 years of demonstrated work experience in fields such as finance, insurance, operations, management, or similar fields.
  - OR-
  - A minimum of two-terms as a PFA National Board member
- Board Experience – Serve as a member of a Board of Directors in an organization.
- Understands the governance of Polish Falcons of America and the interaction between Nests, Districts, and National Headquarters.
- Non-profit or fraternal experience - Experience or knowledge of a non-profit or fraternal organization.
- Having held a district or nest officer position in the past is preferred.

## Director

### Qualifications for Board of Directors (Per Constitution Section 23)

- An individual must be capable of assuming the responsibilities as outlined in the Constitution and as established by the Society from time to time. These qualifications shall reflect the complexity and magnitude of the business and affairs of the Society and shall therefore include expertise in corporate governance, financial accounting, and insurance, among others.
- Shall be a Benefit Member in Good Standing of the Polish Falcons of America **at all time** for five consecutive years prior to their election.
- Shall not be an officer, director, delegate, representative, agent, or employee of any other fraternal benefit organization doing life insurance business.
- Shall not be a paid employee of PFA National Headquarters.
- Shall possess relevant work experience and/or educational background as set forth by the Board of Directors.
- Shall take and successfully complete a Life Office Management Association (LOMA) Insurance Management Course with 6 months of election. The designated course shall be determined by the National Board of Directors. Failure to complete the required course in the designated time frame (including any extensions) shall automatically be removed from the Board.

### Duties/Expectations

- Shall be from a Nest in the District they represent.
- Is representative of the entire membership of the Polish Falcons of America, not just their home District or Nest.
- Aware of the issues before the Board and Executive Council.
- Seeks and respects the opinions of other Board members and members of the Executive Council and works to develop consensus.
- Shall serve as a member of any number of standing Committees as appointed by the Board Chairperson
- Actively participates in all meetings of the Board of Directors.
- Attend Quarterly Board Meetings, Special Board Meetings, Committee Meetings, and other meetings called by the Chairperson and take time off work when necessary to attend meetings. Includes in-person and remote meetings or conference calls, and meeting preparation including document review.
- Complies with the PFA Code of Conduct and acts with integrity and high ethical standards.

**Director (cont.)**

**Additional Qualifications / Skill Sets**

- Must demonstrate knowledge or skills in the following areas:
  - Education/Work Experience – Possess a minimum of:

<b>OPTION 1</b>	<b>OPTION 2</b>
<ul style="list-style-type: none"><li>• a four-year degree and 5 years of demonstrated work experience in fields such as finance, insurance, operations, management or similar fields</li><li>Or</li><li>• 10 years of demonstrated work experience in fields such as finance, insurance, operations, management or similar fields</li></ul>	<ul style="list-style-type: none"><li>• a four-year degree or 5 years of demonstrated work experience in fields such as finance, insurance, operations, management or similar fields</li></ul>

- Business/Organization Leadership – Leadership experience in an organization or business.
- Knowledge of the governance of Polish Falcons of America and the interaction between Nests, Districts, and National Headquarters.
- Non-profit or fraternal experience - Experience or knowledge of a non-profit or fraternal organization
- Having held a district or nest officer position in the past is preferred.