

# GOVERNANCE DIRECTOR POSITION DESCRIPTION

## Governance Committee Mission:

To foster a community of trust, transparency and accountability. To align the entrepreneurial spirit with EO's core values, thereby, supporting the framework to accomplish EO's vision.

## Description:

The Governance Committee is comprised of a minimum of 10 Governance Directors, one Regional Governance Director from each region and At-Large Governance Directors as needed. We meet once a month for a one-hour call and must be available for emergency meetings when required. We work on various projects to improve the governing structures of EO, train member leaders on good governance, and conduct votes on updating policies and violations of our code of conduct such as solicitation by a member or discrimination or harassment. This role requires the ability to respond to and investigate complaints lodged by members, which almost always involve the conduct of another person. For any complaints involving sexual harassment, discrimination, or retaliation, we work with a third-party firm who will conduct the investigation while Governance Directors play more of a project management role. We also have in-house legal counsel and an outside law firm that provide guidance.

The Committee is a check and balance for the EO Board of Directors and is responsible for the Board's adherence to EO's governing documents. We also ensure the member vendor and conflict of interest policies are followed.

## Qualifications:

- EO member with an interest in governance.
- Be able to discern facts from emotions.
- Ability to be neutral and impartial.
- Understand and uphold the duty of loyalty to the global organization.
- Willing to have difficult conversation.
- Guide and support other member leaders (region, chapter boards).
- Act as an educator and resource.
- Bonus, if you are lawyer by training or have experience leading boards.

## Responsibilities:

- Participate on the Governance Committee as a representative of your region with a global perspective.
- Participate with your Regional Council and listen for issues that may require governance support.
- Act as a sounding board for governance issues at a local and regional level (chapter incorporation, chapter agreements, solicitation, and member-dismissal issues).
- Lead and educate chapters to handle member code of conduct issues at the chapter level.
- Conduct investigations and/or facilitate member communication with third party investigations take place.
- Be actively involved with the Governance Committee Chair and Regional Director in your region to ensure the identification of a successor.
- Ensure proper knowledge transfer happens between current and incoming Governance Directors.

## Term and time commitment:

- One-year term. Most Directors stay 2-3 years.
- Attend Regional Council calls and meetings; 1-2 hours monthly.
- Attend the Presidents' meetings in your region to conduct training.
- Attend Governance Committee calls; 1-2 hours monthly.
- Attend and participate in Governance training at GLC.



- Promptly respond to Governance issues in your region; 4-8 hours monthly.
- Facilitate and conduct investigations, which depending on the type of investigation can be: 5-20 hours per investigation. If an investigation arises in your region and you are able to make the time commitment due to your immediate circumstances, we are happy to assign it to another director

