

BOT Roles and Responsibilities

MEETINGS

Attendance is required for all meetings of the BOT, both in person and virtual or other platforms. If a member is not able to attend, they shall notify the Chairman of the BOT prior to the meeting.

- **VIRTUAL MEETINGS**
 - Held once a month in the evening.
 - When there is a heavy workload, the BOT may move to meet twice a month or more.
 - Typically, at 7:00 pm CST or later.
 - Expect meetings to last at least 2-3 hours.

- **MID-YEAR MEETING**
 - In-person attendance is required, unless prevented by a reasonable excuse
 - Held in January or February
 - Location and dates determined by the BOT Chairman in partnership with the Supreme Office and Vice Supreme Guardian prior to the Supreme Session before the Mid-Year is held
 - Typically lasts 3-4 days.
 - Expected meeting times 8 am-5 pm but will depend on the number of items
 - To meet contract obligations BOT Members may be required to stay at the same hotel where the meeting is.

- **SUPREME SESSION**
 - In-person attendance is required
 - Plan to be at Supreme Sunday-Saturday.
 - BOT Meetings typically start the Sunday before Supreme Session starts through Tuesday afternoon. If more time is needed, a Saturday start may be added.
 - The newly elected BOT members typically join the current BOT for a brief meeting on Saturday to review plans for the year and elect a new BOT Chairman and Vice Chairman.
 - Expected meeting times 8 am-5 pm but this will depend on the number of items.
 - Due to the nature of the business, it is recommended that you do not chaperone Daughters while at Supreme.
 - BOT members are expected to stay at a Supreme Session hotel to help support SAC.

NON-DISCLOSURE

- All members of the BOT are required to sign a non-disclosure agreement annually.
- Non-disclosure Agreement must be received by the Supreme Office prior to participating in BOT meetings and discussions.

FINANCIAL

- **FUNDING**

- There is no funding provided to members of the BOT.
- Members of the BOT are NOT ALLOWED to solicit funds from any entity to aid in travel associated with the BOT

- **EXPENSES**

- Each member of the BOT shall pay their portion of the D&O Insurance each year, which is equal to a pro-rated per diem for half the total cost of coverage. (Typically around \$200 annually)
- Members are asked to pay for their yearly background checks (typically around \$50 annually).
- Members of the BOT shall pay for all travel-related costs associated with Mid-Year Meeting, Supreme Session, and additional travel requirements of the BOT

REPORTS

- **LIAISONS**

- All members of the BOT will be assigned special projects (liaison ships) based on business needs.
- Liaisons are expected to write and submit reports to the BOT each month based on project progress and recommendations.

YPP

Each member of the BOT is to become familiar with the YPP Policy

- All YPP reports discussed are not to be disclosed to anyone not currently serving on the BOT
- When deciding on YPP matters all information will be presented prior to the meeting, BOT members are to read the information prior to the meeting.