

Extension Committee Charter

Mission

The Extension Committee (Committee) is a standing committee appointed by International Council (IC) to assist IC in its collegiate extension decisions.

Authority and Responsibilities

1. Review National Panhellenic Conference (NPC) extension bulletin recommendations made by the director of Sorority Growth based on the Sorority's approved extension strategy and Sorority Growth Criteria Rubric.
2. Respond, within seven days, to director of Sorority Growth with additional information, a different recommendation or agreement with recommendation made for each extension opportunity presented in a bulletin.
3. Respond in a timely manner to any follow-up research or recommendations associated with a specific opportunity.
4. Understand the organization's extension strategy and all related materials.
5. Educate International Council on trends and important issues related to this committee.

Organization

Review of Charter/Performance

This charter will be reviewed and reassessed by the Committee at least annually. Any proposed changes shall be submitted to IC's Governance and Personnel Committee for approval. In addition, at least annually, the Committee shall evaluate its performance. The chair of the Committee, together with the Governance and Personnel Committee, shall determine the form and nature of the annual self-evaluation. The chair of the Committee shall report the results of the evaluation to the Governance and Personnel Committee.

Membership/Structure/Quorum

The Committee will include the director of Sorority Growth, who shall serve as chair of the Committee, managing director of Marketing and Communications, executive director, director of Chapter Services, international team leader-regional operations, international team leader-new chapter operations, National Panhellenic Conference delegate, the International President, one additional IC member selected by IC and one member-at-large appointed by IC, all of whom will have voting rights. In the event there is a housing component to the extension opportunity the director of Housing and Facilities shall also serve on the Committee.

Quorum shall consist of a majority of the voting members of the Committee. Committee members can participate via email.

Meetings

The Committee shall consult on extension opportunities as needed via email, upon the release of an extension bulletin by NPC. In addition, the Committee shall meet as necessary via conference call. The Committee can communicate between conference calls via email communication.

Agenda, Minutes and Reports

Agendas for the Committee conference calls shall be prepared by the chair, who shall also prepare minutes of conference calls and provide reports quarterly to IC. Minutes of all meetings shall be approved by Committee members at the following meeting.