

Extension Committee Charter

Purpose

The Extension Committee (Committee) is a standing committee whose purpose is to assist International Council (IC) in collegiate extension decisions.

Authority and Responsibilities

- Review National Panhellenic Conference (NPC) extension bulletin recommendations made by the chief experience officer based on the Sorority's approved extension strategy and Sorority growth rubric.
- Respond within seven days to the chief experience officer with additional information, a different recommendation or agreement with recommendation made for each extension opportunity presented in a bulletin.
- Respond in a timely manner to any follow-up research or recommendations associated with a specific opportunity.
- Understand the organization's extension strategy and all related materials.
- Review and update the Sorority growth rubric(s) at least annually.
- Stay informed of higher education trends affecting NPC extension.
- Educate IC on trends and important issues related to this Committee.
- Understand NPC's rules and procedures surrounding extension and propose changes, as necessary.
- Perform such other duties and responsibilities as may be assigned to the Committee.

Committee Composition

The Committee shall consist of:

- Chief experience officer, who shall serve as the chairwoman of the Committee.
- Director of chapter services
- Extension specialists
- One regional team leader representative appointed by IC.
- Chief Panhellenic officer
- One member of IC appointed by IC.
- One member of the Facilities Management Company Board of Managers (BOM) appointed by the BOM.
- The volunteer member-at-large is appointed for a two-year term and may serve no more than three consecutive terms.

All volunteer appointments to the Committee shall be made in accordance with the Sorority's process for volunteer leader appointments. All volunteers of the Committee shall be appointed by IC considering the recommendations of the Committee chairwoman and/or Governance and Personnel Committee (GPC).

International Council and committee chairs will work in partnership to address any Committee member's failure to meet expectations, with IC having the authority to remove a Committee member.

Operations

- The Committee will meet as often as it deems necessary to carry out its objectives and responsibilities, but in any event not less than one time per year. The Committee must have a majority of its members present to conduct a meeting.
- The Committee shall consult on extension opportunities as needed via email, upon the release of an extension bulletin by NPC.
- The chairwoman shall preside over the meetings of the Committee.
- Meetings shall occur via conference or video call. When deemed appropriate by IC, the Committee may meet in person.
- The Committee will report to IC on the activities of the Committee as often as it deems necessary to carry out its objectives and responsibilities, but in any event not less than four times per year.
- The Committee may form and delegate to one or more working groups all or any portion of the Committee's responsibilities, provided that no working group shall consist of fewer than two members.
- The Committee shall review and assess its performance annually. The GPC will determine the form and nature of the annual self-evaluation. The GPC will review the results of the annual self-evaluation and share them with the chairwoman.
- The Committee shall review and assess annually whether this charter appropriately addresses the matters that are or should be within its scope and, if appropriate, recommend changes to the charter to IC for approval.

Date of Adoption

This charter was adopted by IC effective August 30, 2021.