

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 Collegiate Experience based on the Sorority's approved extension strategy and Sorority Growth Criteria Rubric.
2. Respond, within seven days, to director of Collegiate Experience 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 bi-annually. Any proposed changes shall be submitted to IC's Governance and Personnel Committee for approval. In addition, at least bi-annually, the Committee shall evaluate its performance. The Governance and Personnel Committee shall determine the form and nature of the annual self-evaluation. The Governance and Personnel Committee shall report the results of the evaluation to the Committee chair who will determine how to share with the Committee members.

Membership/Structure/Quorum

The Committee will include the director of Collegiate Experience, who shall serve as chair of the Committee, chief experience officer, executive director, director of Chapter Services, international team leader-regional operations, international team leader-new chapters, chief Panhellenic officer, the International President, one additional IC member selected by IC, one member from the Facilities Management Company (FMC) Board of Managers and one member at large appointed by IC with firsthand extension experience, all of whom will have voting rights. 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.