

National Panhellenic Conference (NPC)

Volunteer Team Leader

Supervisor: Chief Panhellenic Officer

Department: Member Experience

Date Created or Revised: January 2025

Purpose

This position is primarily responsible for coordinating the recruitment and selection of members for National Panhellenic Conference (NPC) volunteer roles. This role provides oversight, coaching and development for members serving in NPC volunteer roles.

Responsibilities

- Recruit members to serve in NPC volunteer roles, on NPC committees and task force appointments.
- In partnership with the chief Panhellenic officer, select members to serve in NPC volunteer roles and serve on NPC committees and task force appointments.
- Build comradery between members serving in NPC volunteer roles through periodic team meetings and individual support.
- Ensure members serving in NPC volunteer roles attend required training(s) as necessary.
- Provide coaching and constructive feedback to members serving in NPC volunteer roles.
- Stay abreast of NPC volunteer trends and future needs. Forecast NPC future needs to organizational stakeholders.

Expectations

- This role is appointed for a two-year term ending on July 31 of odd numbered years. This role is eligible for reappointment for a total of three terms.
- This role requires three to five hours per week on average.
- Volunteers in this role will be expected to travel up to three days per year. Travel will include attendance at the REAL Leadership Institute (RLI) in alternate summers.
- Volunteers in this role will be expected to participate in the Belonging, Equity, Diversity and Inclusion (BEDI) Summit. The BEDI Summit is a synchronous, virtual program.
- Meet all expectations as outlined in Gamma Phi Beta's [Appointed Volunteer Expectations Agreement](#).

Preferred Competencies and Experiences

- Mentorship.
- Community Participation.
- Gamma Phi Beta Knowledge.
- Knowledge of NPC policies and procedures is preferred.

