

# Facilities Management Company Board OF Managers Member

**Supervisor:** Facilities Management Company Board of Managers Chairwoman

**Department:** Facilities Management Company

**Date Created or Revised:** April 2021

## Purpose

The Board of Managers supports the work of the Facility Management Company (FMC) and provides mission-based leadership and strategic governance. A Board member will serve as a voting member, develop policies, procedures and regulations for the operation of the FMC and monitor and evaluate the FMC's finances, programs and performance.

## Responsibilities

- Develop, promote and monitor the FMC's vision, mission, goals, policies, position statements, strategies, working rules and rules and procedures, if applicable.
- Perform the duties and obligations as set forth in the operating agreement of the FMC.
- Comply with the Gamma Phi Beta Sorority Articles of Incorporation, Bylaws and Rules and Procedures.
- Review finances of the FMC, including assessment of current financial position, investments, liquidity and reserves: review long-term financial plan to protect assets, revenues and expenses; assess adequacy of fee structure to ensure that resources are in place to meet future FMC goals and approve FMC's annual budget.
- Review and approve all material business decisions; be informed of, and meet all, legal and fiduciary responsibilities.
- Approve sales, purchases and leases for current or new properties.
- Review and act upon committee reports and recommendations.
- Develop, maintain and update long-range strategic plan.
- Work with the Gamma Phi Beta Sorority and the Gamma Phi Beta Foundation to support the work of the FMC, the Sorority and the Foundation.
- Specific duties include:
  - Attend and participate in meetings and conference calls.
  - Demonstrate commitment to Board activities.
  - Participate in at least one Board committee, special project committee and/or task force, if convened.
  - Be well-informed on Board-related issues and agenda items in advance of meetings and conference calls.
  - Contribute skills, knowledge and experience when appropriate.
  - Participate in organizational decision-making.
  - Act as hostess and trainer, as requested, at FMC conferences and leadership opportunities.

- Represent the FMC to the Gamma Phi Beta membership, as well as outside parties, acting as an ambassador for the organization.

### Expectations

- This role requires an average of two hours bimonthly or quarterly for conference calls. In addition, 48-60 hours/year for participation in at least one committee or special project, if convened.
- Volunteers in this role will be expected to travel as follows:
  - Two to three days per year for an in-person meeting (Friday through Sunday).
  - Eight to ten days per biennium for Facilities Conference and Gamma Phi Beta Convention, as authorized and appropriate.
- Complete basic Fidelity volunteer modules and other required training.
- Pay [annual international alumnae dues](#) or be a [Life Loyal](#) member. (Good standing can be checked at [GammaPhiBeta.org](#) > Member > My Profile. On the first tab, if the paid- through date is blank or if the date is in the past, you have not yet paid this fiscal year. If you are Life Loyal, you have paid for life and are in good standing.)
- Manage the financial and human resources of the FMC responsibly.
- Maintain confidentiality regarding Gamma Phi Beta and FMC business except when necessary in dealing with outside parties.
- Shall not be employed by the Sorority, FMC or Foundation.

### Preferred Competencies and Experiences

- Broad FMC, affiliated house corporation (AHC) and Sorority knowledge and perspective.
- Any finance, real estate, lending, banking, legal, accounting, investments, interior design, architecture, construction, landscaping, marketing, communications, fundraising or similar professional expertise.
- Commitment to and understanding of the FMC's mission and values, preferably based on experience within Gamma Phi Beta Sorority.
- Critical Thinking: Demonstrate imaginative thinking and consider the impact of decisions on all parts of the organization. (Focus on the future and consistently drive the organization to optimize opportunities and capabilities. Consider external factors, trends, and events. Use financial analysis to evaluate strategic options and make sound business decisions.)
- Communication: Be prepared, thoughtful, engaged, and reflective when taking in information and communicating with others. (Serve as a spokesperson for the organization. Employ active listening skills to inform strategic direction.)
- Teamwork: Identify attributes of a healthy relationship and contribute individually to creating a positive team dynamic. (Model awareness of power dynamics within the boardroom and acts to mitigate power differentials. Inspire and create an atmosphere of trust that results in positive working relationships inside and outside of the organization.)
- Gamma Phi Beta Knowledge: Know the history, current initiatives and future goals of the organization and use that knowledge to make decisions that reflect organizational values and priorities. (Understand the fundamentals of the organizations, including financial management, legal compliance, and generative planning. Coordinate and leverage synergies across the organization and among the three Gamma Phi Beta entities.)

- **Applied Learning:** Make connections between different ideas and concepts, apply knowledge and skills to solve complex problems. (Stay abreast of fraternal and higher education trends. Redirect efforts and make necessary adjustments to project plans when goals are not met. Make tough decisions, evaluating trade-offs.)
- **Diversity and Inclusion:** Celebrate her personal identity and demonstrate respect and appreciation for individuals with identities different than your own. (Initiate interactions with individuals with identities different than your own. Evaluate the role of personal bias in decision-making. Recognize how personal identity influences leadership.)

