

Facilities Management Company Chair

Supervisor: International President

Department: International President

Date Created or Revised: January 2024

Purpose

The Gamma Phi Beta Facilities Management Company (FMC) Chair serves as the leader of the FMC Board of Managers (BOM). The FMC Chair provides direction and leadership that drives the achievement of the FMC's mission, vision, strategic plan, goals, policies and procedures. In partnership with the chief executive officer (CEO) and the BOM, the FMC Chair oversees the governance of the FMC and the management of its human and financial capital. The FMC Chair may serve two concurrent two-year terms.

Responsibilities

- Prepares, directs and presides over all FMC meetings.
- Leads the planning, monitoring and advancement of the FMC's mission, vision, strategic plan, goals, policies and procedures.
- Participates in briefings with the CEO, chief housing officer (CHO), and FMC/Sorority staff to remain current on issues impacting the FMC.
- Attends and engages in monthly One Gamma Phi Beta leadership calls and quarterly trifecta meetings.
- Facilitates or attends, as necessary, select meetings with FMC portfolio chapters, affiliated house corporation (AHC) services clients and prospective AHC dissolutions.
- Attends annual meetings as well as the Housing and Facilities Conference, REAL Leadership Institute and Convention once each during term.
- Develops the BOM as a cohesive, high-performing board.
- Elevates the image of the FMC by, for example, attending or speaking at other Sorority and facility events.
- Provides leadership, generates thoughtful discussion and educated opinions about matters relating to policy development, oversight and management.
- Actively builds networks and relationships outside the FMC to stay informed on the broader external environment affecting the organization.
- In collaboration with International Council and the Foundation Board of Trustees, selects, supervises and evaluates the performance of Gamma Phi Beta's CEO.
- Enhances the fundraising efforts of the Foundation by leveraging connections and opportunities.

Expectations

- Shall be an alumna member in good standing and not employed by the Sorority, FMC or Foundation.
- Adhere to all FMC and Gamma Phi Beta Bylaws, rules and procedures and board responsibilities.



- Meet minimum financial obligations for good standing.
- Devote an average of five hours per week to this role.
- Travel five to 15 days per year for various meetings and events.
- Manage the financial and human resources of the FMC and Sorority responsibly.
- Maintain confidentiality regarding Gamma Phi Beta and FMC business, except when necessary, in dealing with outside parties.
- Lead and participate actively at meetings and on assigned committees.
- Complete assignments thoroughly and timely.
- Enable new board member orientation.

Preferred Competencies and Experiences

- Has served at least one term on the FMC BOM as a manager.
- Broad FMC and Sorority knowledge and perspective.
- **Applicants should demonstrate experiences that support the following member competencies:**
 - **Self-Awareness:** She can identify her personal beliefs, her strengths and weaknesses and engages in thoughtful reflection on who she wants to be.
 - Places the FMC and organizations best interests above personal priorities.
 - Applies feedback from others about self in context of group.
 - **Confidence:** She believes in herself and her ability to make decisions, take actions and achieve positive results.
 - Uses areas of expertise to accomplish goals.
 - Executes decision-making that balances personal assertions and overall needs of the organization.
 - **Communication:** She is prepared, thoughtful, engaged and reflective when taking in information and communicating with others.
 - Serves as a spokesperson for the organization.
 - Employs active listening skills to inform strategic direction.
 - **Teamwork:** She can identify attributes of a healthy relationship and contributes individually in creating a positive team dynamic.
 - Models awareness of power dynamics within the boardroom and acts to mitigate power differentials.
 - Inspires and creates an atmosphere of trust that results in positive working relationships inside and outside of the organization.
 - **Mentorship:** She uses her experience to guide and coach other individuals.
 - Engages in mentoring relationship focused on board-level service.
 - **GΦB Knowledge:** She knows the history, current initiatives and future goals of the organization and uses her knowledge to make decisions that reflect organizational values and priorities.
 - Understands the fundamentals of the organizations including financial management, legal compliance and generative planning.
 - Coordinates and leverages synergies across the organization and among the three Gamma Phi Beta entities.



- **Personal Excellence:** She strives for continued personal growth and challenges herself to reach high levels of achievement in all areas of her life.
 - Appropriately represents the organization within the fraternal community and in the world at large.
 - Models integrity, honesty and high standards of confidentiality, consistent with the organization's values.

