

Position Title: The True and Constant Podcast Co-Host

Supervisor: Pride and Recognition Subcommittee Co-Chairs

Department: International Council Committee

Date Created or Revised: May 2023

Preferred Start Date: August 1, 2023

Purpose

The True and Constant Podcast, Gamma Phi Beta's official podcast, will celebrate, inspire and inform listeners by sharing stories that recognize our members and illustrate pride in our sisterhood. Co-hosts will establish a rapport with each other, the interviewee(s) and the audience, as they invite listeners to be a part of the conversation. They will contribute to a natural flow of conversation instead of a Q&A-type of environment. Please note, final production will be edited by a professional podcast producer contracted by Gamma Phi Beta. This position works under the Pride and Recognition Subcommittee of the 150th Celebration Committee and is open to initiated collegiate or alumnae members of Gamma Phi Beta.

Responsibilities

- Serve as an ex-officio member of the Sorority's 150 Pride and Recognition Subcommittee.
 - Participate in monthly subcommittee calls when appropriate.
 - Provide feedback and suggestions for podcast development, as requested.
- Serve as a co-host for The True and Constant Podcast.
 - Practice podcast interview questions in advance of recording.
 - Participate in pre-recording calls.
 - Collaborate with co-host to determine breakdown of podcast interview, as needed.
 - Interact and collaborate with contracted podcast editor, as needed.
 - Ability to pivot as the project launches, this is our first-ever podcast.
- Respond to all communications in a timely and responsible manner.
- Maintain Sorority-owned podcast recording equipment and return it upon completion of the volunteer appointment term.
- Interact/communicate with other volunteers and International Headquarters staff as/when appropriate.
- Support international Gamma Phi Beta Bylaws, rules and procedures, policies and position statements. Familiarity with or willingness to learn current Gamma Phi Beta policies and position statements.
- Serve as a positive role model and promote lifetime membership to all members of the Sorority.

Expectations

- Initiated collegiate or alumnae member of Gamma Phi Beta.
- Willingness to learn podcast-relevant hardware and software.
- Be available for recording dates and preparation.
- Must have email access, Microsoft Word and Microsoft Excel software.



- Pay annual international alumnae dues or be a Life Loyal member or collegiate member in good standing.
- Travel: Potential two to four days per year for 150th anniversary events.
- Podcast recording: Create an estimated two to five batched interview recordings during term, 12 podcasts total.
- Calls: One to three hours per month in addition to podcast script review.
- 18-month appointment beginning August 1, 2023, and concluding January 31, 2025.
- Volunteers in this position will have their travel expenses to the following events covered by Gamma Phi Beta:
 - 2024 Convention.
 - 2024 Founders Day Celebration.
 - The closest Coast-to-Coast Celebration to the co-host.

Preferred Competencies and Experiences

- Demonstrated experiences that support the following member competencies:
 - Confidence – Demonstrates confidence in ability to lead and use creative skills to enhance the podcast.
 - Communication – Excellent written and verbal communication skills.
 - Teamwork – Ability to work in a highly collaborative environment.
 - Community participation – Experience with community engagement/partners/and working to engage others in a meaningful way.
 - Applied learning – Proven track record or course work in effective public speaking, content hosting, interest in podcast presenting.

