

President

Supervisor: Alumnae Chapter Supervisor

Department: Executive

Date Created or Revised: August 2019

Purpose

The chapter president will use her leadership and knowledge of Gamma Phi Beta to ensure all functions of chapter operations are being fulfilled in accordance with the goals of the chapter and serve as the representative of her alumnae chapter to alumnae in her community. She oversees the executive council officers, collegiate relations chairwoman and Alumnae Panhellenic Delegate.

Responsibilities

- Serve as the chapter liaison to Gamma Phi Beta International Sorority, Inc. (including the Sorority, Foundation and Facilities Management Company).
- Supervise the work of the executive council by setting goals for the chapter and officers and leading meetings with the executive council.
- Facilitate the elections process for the alumnae chapter.
- Maintain Beta Base Reporting and the completion of the following reports:
 - President's Report o Statement of Compliance
 - Leadership Roster
 - Chapter Profile
 - If no programming chairwoman, Service Form, Philanthropy Donation Form and Founders Day Event Report
- Oversee the process and submission of Convention Awards during Convention years.
- Update and maintain the alumnae chapter's standing rules on an annual basis. Submit updates to Beta Base after approval from Alumnae Chapter Supervisor.
- Maintain alumnae chapter supplies and historical files, including the chapter's charter and ritual supplies.
- If the alumnae chapter only has the three required officers (president, vice president and treasurer), assume the responsibilities of the programming chairwoman, including overseeing the operation of the chapter's interest groups and the Alumnae Panhellenic delegate.

Expectations

- Review the Alumnae Chapter Operations Manual and resources on GammaPhiBeta.org.
- Maintain a working notebook that tracks the alumnae chapter's goals and progress.

- Know the chapter's standing rules and the ways they might guide the work of the role.
- Communicate with the alumnae chapter supervisor assigned to the chapter. • Understand and practice Gamma Phi Beta's alumnae engagement philosophy.
- Pay international alumnae dues or join Life Loyal.

Preferred Competencies and Experiences

- Previous leadership experience in an organization preferred
- Engages in decision-making
- Consults resources when making decisions
- Identifies chapter needs
- Implements inclusive practices in chapter activities
- Desires to try new initiatives or ideas to build alumnae engagement