

Chief Panhellenic Officer

Supervisor: Chief Experience Officer

Department: Member Experience

Date Created or Revised: January 2025

Purpose

The primary objective of the chief Panhellenic officer (CPO) is to serve as a liaison to and a primary contact for the National Panhellenic Conference (NPC).

Responsibilities

- Communicate regularly with leaders, staff and volunteers within NPC member organizations regarding college and alumnae Panhellenic issues and connect with CPOs from other member organizations.
- Stay abreast of fraternal and higher education trends.
- Regularly inform chief experience officer of matters relating to Panhellenic, government relations and interfraternal issues through status reports and updates.
- Provide NPC training to new International Council (IC) members as part of the IC onboarding process.
- Continually evaluate, manage and update Panhellenic resources.
- Supervise Panhellenic team leader through training, education, goal setting, evaluation and performance.
- Participate in regular education provided by NPC in the form of webinars, annual educational conference and other trainings.
- Create and deliver the Panhellenic department training for collegiate leadership consultants.
- Serve on NPC standing committees when appointed by NPC.
- Serve on Gamma Phi Beta's extension committee and NPC advisory committee.
- Provide education and support to Panhellenic team leader and recruitment team leader on interpretation and updates to NPC Unanimous Agreements, policies and best practices.
- Provide updates and interpretation of NPC Unanimous Agreements, policies and best practices to workforce, as needed.

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 six to 15 hours per week on average.
- Volunteers in this role will be expected to travel up to 12 days per year. Travel will include annual attendance at the Recruitment Summit and NPC Annual Meetings (twice per year) and 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

- Gamma Phi Beta Knowledge.
- Teamwork.
- Communication.
- Knowledge of NPC procedures and policies.