

Chief Panhellenic Officer

Supervisor: Chief Experience Officer

Department: Panhellenic

Date Created or Revised: June 2024

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.
- Lead the development, implementation and evaluation of actions as set forth by the Sorority's strategic plan, when applicable.
- 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 requires 10 to 20 hours per week on average during academic year; some periods may require more hours while some periods require less (i.e., recruitment periods will require more time from the CPO).
- Volunteers in this role will be expected to travel approximately 10 days per year.
- Complete basic Fidelity volunteer online lessons and other required training.
- Abide by all NPC Unanimous Agreements, policies and best practices.
- Respond to all communication within 48 hours.
- Pay annual **international alumnae dues** or be a **Life Loyal member**. To check if you are in good standing, login at GammaPhiBeta.org > Member > My Profile. On the first tab, if your 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!

This volunteer is appointed for a two-year term and may serve no more than five consecutive terms. In order to coincide with NPC's fiscal year, each term will begin on July 1 and end on June 30 of the applicable year.

This volunteer appointment shall be made in accordance with the Sorority's process for volunteer leader appointments. The volunteer shall be appointed by the chief experience officer.

Preferred Competencies and Experiences

- Previous Gamma Phi Beta volunteer experience
- Effective and clear communication and presentation skills
- Interpersonal skills
- Ability to explain rationale for Gamma Phi Beta's procedures
- Demonstrated ability to employ identified strengths to advance the Sorority's goals
- Familiarity with contents of the NPC Manual of Information, including Unanimous Agreements and be able to answer questions regarding the Panhellenic sorority experience and related policies and best practices promoted by NPC.