

Governance and Personnel Committee Chair

Supervisor: Vice Chair

Department: International Council

Date created or revised: May 2026

About the Governance and Personnel Committee (GPC) Chair

The GPC is a standing committee whose purpose is to assist International Council (IC) in:

- Measuring the quality of its performance as well as the performance of its committees
- Designing and overseeing the process of board orientation and continuous education
- Reviewing and updating specified working documents
- Recommending for approval the individual compensation for Gamma Phi Beta's Chief Executive Officer

Purpose of the Role

The Governance and Personnel Committee Chair works with the other members of the GPC, including the International President, Vice Chair/one other member of IC and the Chief Executive Officer (CEO), to guide the GPC's work to ensure sound governance, ethical leadership, and a strong structure across IC. This role ensures that governance practices are consistent, transparent and grounded in the Sorority's mission, values and long-term strategy. She interfaces with the Governance Chairs of the Board of Trustees (BOT) and Board of Managers (BOM) to share best practices. She can work on specific projects or governance practices as identified by the International President.

Time Commitment

- This role requires 5+ hours per week
- Meets as a team at least monthly, sometimes more
- Meets monthly/quarterly with BOM and BOT GPC Chairs
- Leads interview process for BOM, BOT and Nominating Chair

Key Responsibilities, Governance Alignment and Best Practices

- Lead efforts to align governance practices, as appropriate, across IC, BOT and BOM
- Convene monthly/quarterly meetings with the GPC Chairs of the BOT and BOM to share governance priorities, accountability standards and best practices
- Work with the committee to maintain and recommend updates to IC governing documents, policies and charters
- Work with International President and Board Chairs to execute the annual governance timeline

- Work with the committee to update and implement IC expectations and administration document
- Leads the scheduling and facilitation, with staff, of the onboarding program for new IC members each biennium
- Reviews feedback from previous onboarding and incorporates appropriate changes into future experiences

Board Composition, Recruitment and Appointments

- Oversee the recruitment and hiring of the Chairs of the BOT, BOM and Nominating Committee (NC)
- Lead the approval process for new BOT Trustees and BOM members
- Ensure all leadership appointments follow consistent evaluation and selection procedures aligned with established criteria

Board Evaluation and Accountability

- At the International President's request, direct IC's self-assessment and ongoing board development initiatives
- Determine best practices and help implement feedback from IT and ET post meeting surveys
- Work with the International President to evaluate and report annually to IC on governance health and board performance

Personnel Oversight

- Partner with the International President to coordinate the evaluation process for the CEO, including collecting feedback from IC
- Review and recommend updates to policies affecting executive and staff leadership
- May also oversee and be a liaison to a task force

Strategic Collaboration

- Work closely with the Vice Chair and International President to align governance efforts with the Sorority's strategic plan
- Serve as a governance liaison to the BOT and BOM GPC Chairs, ensuring consistent communication and shared priorities

Preferred Skills and Competencies

- Expertise in nonprofit governance and volunteer leadership structures
- Strategic and systems thinker who values collaboration
- Skilled facilitator capable of guiding sensitive or complex discussions

- Having served at least one term on Gamma Phi Beta's IC preferred
- Deep understanding of Gamma Phi Beta's values, governance history and inter-board relationships

