



## INTERNATIONAL PRESIDENT

**Department:** International Council

**Date Created or Revised:** April 2021


### Purpose

The International President (IP) serves as the Chairwoman of International Council (IC) of Gamma Phi Beta Sorority. The IP provides direction and leadership that drives the achievement of the Sorority's mission, vision, strategic plan, goals, policies and procedures. In partnership with the executive director and IC, the IP oversees the governance of the organization and management of its human and financial capital.

### Responsibilities

Core duties and responsibilities include the following. Other duties may be assigned.

- Represent Gamma Phi Beta in the demonstration of Core Values, vision, mission and principles.
- Lead the planning, monitoring and advancement of the Sorority's mission, vision, strategic plan, goals, policies and procedures.
- Provide leadership, generate thoughtful discussion and share educated opinions about matters relating to policy development, oversight and management.
- Build networks and relationships outside the Sorority to stay informed on the broader external environment impacting the organization.
- Promote a membership experience that values and supports the personal and social identities that contribute to a diverse and inclusive membership.
- Lead IC as a cohesive, inclusive, high-performing board.
- Prepare, direct and preside over all IC meetings and Convention business meetings.
- Review outcomes and metrics of programs and services created by staff for evaluating their impact and regularly measure their performance and effectiveness using those metrics.
- Review agenda and supporting materials before board and committee meetings.
- Approve the annual budget, audit reports and material business decisions.
- Supervise the Sorority's executive director and coordinate the annual performance evaluation of the executive director with other IC members, the Facilities Management Company (FMC) Chairwoman, the Foundation Chairwoman and other appropriate stakeholders.
- Enhance the fundraising efforts of the Foundation by building and leveraging connections and opportunities.
- Fulfill all legal and fiduciary responsibilities required of the IP.
- Convene and lead combined meetings of the Sorority, FMC and Foundation boards in support of One Gamma Phi Beta; separately, convene and lead regular meetings of the board chairwomen and executive director.
- Serve on the Foundation Board of Trustees and the Sorority's Governance and Personnel Committee, Audit and Finance Committee and Extension Committee; serve as an ex-officio



member of all other boards and committees except the Nominating Committee and Membership Review Committee.

- Serve as Gamma Phi Beta's representative to the National Panhellenic Conference (NPC) Council of Delegates and participate in NPC Presidents' meetings.
- Elevate the presence of international Gamma Phi Beta by serving as an ambassador of the Sorority and attending or speaking at other Sorority events and anniversaries, NPC and Interfraternity Council events and other events, as appropriate.
- Supervise the Nominating Committee Chairwoman, Ritual Chairwoman and Bylaws Chairwoman.
- Remain apprised of industry trends and/or issues.

### **Expectations**

- Adhere to all Gamma Phi Beta Bylaws, rules and procedures, policies, position statements and board expectations and guidelines.
- Attend IC meetings (three) and the bi-annual retreat (one) as well as REAL Leadership Institute and Convention once each during term; these meetings typically range between three-four days; Convention can range between five-seven days.
- Meet minimum financial obligations for good standing. Visit [GammaPhiBeta.org](https://GammaPhiBeta.org) and navigate to Member > My Profile. Under My Membership Information, check your status under the Alumnae Dues Paid Through Date.
- Must not be currently employed by the Sorority, FMC or Foundation.
- Serve 10-15 hours per week, on average.
- Travel 15-25 days per year on Sorority business, mostly on weekends, which will be reimbursed by the Sorority based on the reimbursement policy.
- Participate in IC onboarding.
- Maintain confidentiality of Gamma Phi Beta business, except when necessary, when dealing with outside parties.
- Responsibly steward the financial and human resources of the Sorority.
- Must have previously served at least one term on IC.

*Gamma Phi Beta is committed to building a more diverse and inclusive organization, and we know that our brightest future will be inspired by vibrant leadership. The strongest candidates for elected service will have a demonstrated level of proficiency and commitment to personal growth across our [member competencies](#) as well as an understanding for how their unique experiences and abilities could contribute to a high-functioning, representative and well-rounded team.*