

Affiliated House Corporation (AHC) Development Committee Member

Supervisor: AHC Development Committee Chair

Department: Facilities Management Company (FMC) Committee

Date Created or Revised: January 2025

Purpose

The AHC Development Committee is a standing committee supporting the FMC Board of Managers (BOM) by monitoring AHC health indicators, providing education and support to improve AHC health and maintaining a database of key metrics tied to AHC dissolution.

Responsibilities

- Determine key health indicators for AHCs with and without residents.
- Annually review health indicators and identify AHCs that may require additional support.
- Track and understand each AHC's financial position, capital projects/needs and debts.
- Recommend overall best practices for all AHCs.
- Provide focused interventions for correction and support.
- Serve as a resource to AHCs looking to strengthen the health of their AHC and/or understand the dissolution process.
- Determine key health indicators required for the FMC to consider an AHC at risk or a potential AHC dissolution candidate.
- Provide BOM with periodic updates on AHCs at risk and in-process dissolution updates.
- Perform other duties and responsibilities that may be assigned.

Expectations

- Communicate appropriately via email, phone and text with committee members and with relevant workforce partners.
- Meet at least six times per year and more often as needed to carry out Committee objectives and responsibilities.
- Participate in all conference calls and review notes from calls.
- Complete onboarding, including one-on-one conversations with the AHC Committee chairwoman.
- This role is anticipated to take one to two hours per month on average.
- No travel is required for this position. Any changes in travel expectations will be communicated to volunteers.
- Review committee charter and other pertinent documents, as assigned.
- Be in good standing by paying annual international alumnae dues or being a Life Loyal member.

Preferred Competencies and Experiences

- Gamma Phi Beta experience: previous experience serving on an AHC required.
- Previous knowledge of Greek housing and/or financial support of Greek housing preferred.



- Ability to work independently and remotely with a committee.
- Effective communication skills and ability to work with volunteers.
- Exceptional teamwork skills.
- Ability to think creatively and inclusively.
- Display integrity and honesty consistent with the Sorority's values.

