

Nominating Committee Chairwoman

Supervisor: International President

Department: Nominating Committee

Date Created or Revised: January 2024

Purpose

The chairwoman of the Nominating Committee (NC) leads and project manages the work of the NC. This includes the strategic recruitment of applicants, evaluation of potential candidates, preparation of a slate and distribution of the slated candidates' qualifications to the Sorority's membership. The chairwoman also facilitates the training and development of committee members and supports and encourages feedback on the nominating process to continuously and strategically recruit and develop leadership at the elected levels of the Sorority. The chairwoman is a non-voting member of the NC.

About the Role

As the chairwoman, you will foster strong relationships with NC members, the International President, the Governance and Personnel Committee, the chief executive officer and other International Headquarters (IH) staff members. The chairwoman shall remain as unbiased as possible throughout the process recognizing that her role is to facilitate the process and not make decisions about who is slated for office. She will manage all details of the application process, working closely with the NC members and IH staff.

Responsibilities

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

- Create an atmosphere of trust that results in positive working relationships inside and outside of the Sorority.
- Promote an inclusive experience that values and supports the personal and social identities that contribute to a diverse membership.
- Promote diversity and inclusion throughout the recruitment, evaluation and slating processes for elected leadership.
- Be aware of the strategic needs, relationships, strategic governance, workforce dynamics and culture of the organization.
- Provide feedback to all applicants about their application/interview to assist in their leadership development.
- Prepare and lead committee meetings and calls.
- Adhere to deadlines stipulated in the Bylaws and rules and procedures regarding the nomination and election process.
- Liaise between the NC team members and staff related to marketing, website, applications, forms and other tasks.
- Make suggestions for improvement to the functioning of the NC process/workflow in conjunction with feedback and recommendations from the team.
- Provide regular updates to International Council (IC) through the Governance and Personnel Committee, as needed.
- Works on subcommittees or special projects, as needed.

- Serve as a member of the Leadership Development Committee (LDC).

Expectations

- Adhere to all Gamma Phi Beta Bylaws, rules and procedures and committee responsibilities.
- Meet minimum obligations for good standing.
 - Visit GammaPhiBeta.org and navigate to Member > My Profile. Under My Membership Information, check your status under the Alumnae Dues Paid Through Date.
- Serve eight to 10 hours per month most months; during the three-to-four-month application and interview process, the time commitment could increase to 20 hours per month.
- Have a working knowledge of all three entities of Gamma Phi Beta
- Not currently employed by the Sorority, Facilities Management Company or Foundation.
- Travel approximately five days per year, which will be reimbursed by the Sorority based on the volunteer reimbursement policy.
- Participate in conference calls/virtual meetings:
 - At least one per month (60-90 minutes in length).
 - Additional committee and subcommittee calls, as needed.
- Attend and actively contribute to committee meetings and events, including:
 - A three-day weekend meeting in the spring preceding Convention.
 - REAL Leadership Institute (approximately three and one-half days in the summer of odd-numbered years) and an adjoining one-day meeting, if approved.
 - Convention in the year slated (approximately four days in the summer of even-numbered years) and an adjoining half-day meeting.
 - Convention the final year of term to present the slate (approximately four days in the summer of the even numbered year).
 - Other potential conference/event attendance subject to member interest and/or organizational need (e.g., REAL Leadership Conference, special meetings, Founders Day events in various cities around North America, alumnae and/or collegiate chapter events).
- Actively participate in meetings and on assigned workgroups.
- Maintain confidentiality of Gamma Phi Beta business, with consideration for sensitive personal and performance information to which the NC is exposed throughout their process.
- Fully engage and participate collaboratively in the team effort to slate members into elected positions, completing both individual components and group elements of the process.
- Demonstrate experience with Gamma Phi Beta's strategic plan and governance model.
- Possess relevant experience in professional and community organizations.
- Applicants for NC chairwoman must have served on the NC within the last six years or have served as a former IC member.

In-person Meetings Required Over the Biennium

- Convention the year slated and elected (approximately four days in the summer of the even numbered year), including an initial half day Committee meeting.
- REAL Leadership Institute (approximately three- and one-half days in the summer of odd of the numbered year), including a one-day Committee meeting.
- Three-day/long-weekend meeting in February (or March) in the Convention year at the end of the biennium term.



- Other potential conference attendance, subject to member interested and/or organizational need (REAL Leadership Conference, special meetings as needed, Founders Day events in various cities around North America, Alumnae and/or collegiate chapter events).

Conference Calls/Virtual Meetings

- One per month (60-90 minutes in length).
- As needed (e.g., with NC vice chair, with assigned subcommittees).

Preferred Competencies and Experiences

Applicants should demonstrate experiences that support the following member competencies.

- **Self-Awareness:** She can identify her personal beliefs, strengths and weaknesses and engages in thoughtful reflection on who she wants to be.
 - Places the Sorority's best interests above personal priorities.
 - Applies feedback from others about self in context of group.
- **Communication:** She is prepared, thoughtful, engaged and reflective when taking in information and communicating with others.
 - Employs active listening skills to guide conversation.
 - Practices principles of strategic communication.
 - Prepares prior to communicating.
 - Serves as a spokesperson for the NC.
- **Teamwork:** She can identify attributes of a healthy relationship and contributes individually to creating a positive team dynamic.
 - Manages tasks and activities based on team needs.
 - Selects team members with consideration for team roles models awareness of power dynamics within the team and acts to mitigate power differentials.
- **Diversity and Inclusion:** She celebrates her personal identity and demonstrates respect and appreciation for individuals with identities different than her own.
 - Initiates interactions with individuals with identities different than her own.
 - Evaluates the role of personal bias in decision-making.
 - Recognizes how personal identity influences leadership.
- **ΓΦΒ Knowledge:** She knows the history, current initiatives and future goals of the Sorority and uses her knowledge to make decisions that reflect organizational values and priorities.
 - Hires volunteers following Gamma Phi Beta human resources processes.
 - Is organizationally astute about the Sorority's culture and relationships through an understanding of the history, challenges, environment, current status and future outlook.
 - Develops Gamma Phi Beta resources.
- **Critical Thinking:** She is analytical, thoughtful, curious and objective in exploring new ideas prior to forming an opinion or decision.
 - Describes complexity of issues.



- Analyzes tasks based on contribution to organizational objectives.
- Provides alternative perspectives.
- **Personal Excellence:** She strives for continued personal growth and challenges herself to reach high levels of achievement in all areas of her life.
 - Models integrity, honesty and high standards of confidentiality, consistent with the Sorority's values.
 - Relevant board/leadership experience in professional and community organizations.