

Nominating Committee Member

Supervisor: Nominating Committee Chair
Department: Nominating Committee
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Nominating Committee Member

Do you have a vision of how Gamma Phi Beta can change thousands of women's lives and influence women's advancement in our world? Do you desire to be a generative leader who can help the Sorority grow and become stronger?

Gamma Phi Beta is committed to building confident women of character who celebrate sisterhood and make a difference in the world around us. Not only are we committed to the growth and development of the collegiate and alumnae members we serve, but we are also committed to providing development for our volunteer leaders dedicated to inspiring the highest type of womanhood.

Gamma Phi Beta seeks seven visionary thinking and synergistic Nominating Committee (NC) members. You will be able to participate in leadership, communication, strategic decision-making, and BEDI (belonging, equity, diversity and inclusion) development and training. Within Gamma Phi Beta, you will have opportunities to develop skills across our **member competencies** and cultivate meaningful relationships.

About the Role

As a member of Gamma Phi Beta's NC, you will play a critical role in shaping the future leadership of the Sorority. Your primary responsibility will be to strategically identify, evaluate, and slate qualified candidates for elected leadership roles on International Council (IC) and the next biennium's NC. You will contribute to building a cohesive and skilled leadership team that reflects the Sorority's strategic direction and long-term needs.

In this role, you will apply best practices in succession planning, assess candidate competencies and experiences, and ensure leadership continuity. You will collaborate closely with the NC Chair and fellow committee members, all while serving as an ambassador of Gamma Phi Beta and modeling our Core Values. Your work will directly impact the strength and sustainability of the Sorority's governance for years to come.

Time Commitment

We strive to structure volunteer opportunities that allow our members to balance their time in their volunteer leadership position. Time expectations will vary over the course of the biennium. Nominating Committee members are expected to monitor email and reply to messages within 48 hours of receipt.

This chart includes an estimated but not exhaustive overview of time requirements.

July 2026	72+ hours per month <ul style="list-style-type: none"> • Convention attendance (travel Thursday-Sunday)
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August 2026 to February 2027	Two to four hours per month <ul style="list-style-type: none"> Monthly NC virtual meetings (90 minutes-2 hours) Homework assignments (30 minutes-2 hours)
March to May 2027	Four to eight hours per month: <ul style="list-style-type: none"> Monthly NC virtual meeting (90 minutes-2 hours) NC subcommittee virtual meetings (2-4 hours) Homework assignments (30 minutes-2 hours)
June 2027	72+ hours per month <ul style="list-style-type: none"> RLI attendance (travel Thursday-Sunday) Monthly NC virtual meeting (90 minutes-2 hours) NC subcommittee virtual meetings (2-4 hours) Homework assignments (30 minutes-2 hours)
July to November 2027	Four to eight hours per month: <ul style="list-style-type: none"> Monthly NC virtual meeting (90 minutes-2 hours) NC subcommittee virtual meetings (2-4 hours) Homework assignments (30 minutes-2 hours)
December 2027 to February 2028	20+ hours per month <ul style="list-style-type: none"> Monthly NC virtual meeting (90 minutes-2 hours) Application review (10 hours) Interviews (10 hours)
March 2028	100+ hours per month <ul style="list-style-type: none"> Application review (10 hours) Interviews (10 hours) Slating retreat (travel Thursday-Monday/four nights)
April to July 2028	Two to three hours per month: <ul style="list-style-type: none"> Monthly NC virtual meeting (90 minutes to 2 hours) Homework assignments (30 to 60 minutes)

Travel is estimated to be 12 days for each biennium, including Convention, REAL Leadership Institute and the slating retreat.

Responsibilities

- Engage in marketing and outreach efforts to ensure membership is aware of elected service opportunities and the application process.
- Collaborate with the Leadership Development Committee to identify, recruit and encourage potential talent throughout the biennium; maintain records to share with appropriate entities about potential leaders emerging from the elections process.



- Understand and apply principles of succession planning by being aware of current and future strategic needs, relationships, governance, workforce dynamics and culture of the organization.
- Ensure a transparent application process and provide applicants with guidance throughout
- Offer constructive, development-focused feedback to applicants, when requested, to support ongoing leadership growth and potential future service.
- Promote diversity and inclusion throughout the recruitment, evaluation and slating processes.
- Evaluate applicants through a leadership competencies lens to ensure a balanced slate of candidates with the necessary skills, experiences and attributes to lead Gamma Phi Beta effectively.
- Propose a slate of candidates to the Sorority that includes the International President, Vice Presidents and NC members with a written report and rationale, using an objective, strategic approach that reflects the Sorority's long-term leadership needs.
- Maintain confidentiality of Gamma Phi Beta business, with consideration of sensitive personal and performance information that the NC is exposed to throughout their process, and act with the highest integrity in all evaluations and decisions.
- Fully engage and participate collaboratively in the team effort to slate members into elected positions, completing both individual components (application review, interview review, applicant evaluation) and group elements (conducting interviews, discussing leadership and skills needed in the teams, slating candidates into elected positions) of the process.
- Work on subcommittees or special projects as needed.
- Adhere to all Gamma Phi Beta Bylaws, rules and procedures, policies, position statements and committee guidelines.
- Meet the financial obligations for good standing by paying international alumnae dues annually for your term or Life Loyal member.
- Attend monthly virtual planning meetings, virtual interviews, one slating retreat, REAL Leadership Institute and Convention once during each term.

Successful Nominating Committee Members Value:

- **Self-Development:** You are self-aware and master using personal strengths in strategic management. You place the Sorority's best interests above personal priorities.
- **Resiliency:** You view change as a strategic opportunity and respectfully manage resistance to change.
- **Communicating:** You utilize active listening to help inform strategic direction. You understand the importance and can share expertise and information throughout the organization.
- **Teamwork:** You inspire and create an atmosphere of trust that results in a positive working relationship inside and outside the Sorority.
- **Mentoring:** You believe in the investment of mentoring others to develop and grow and oversee the strategy to retain diverse and high-caliber talent.
- **Diversity and Inclusion:** You celebrate your identity and demonstrate respect and appreciation for individuals with identities different from yours. You create inclusive policies and practices.



- **Philanthropic Spirit:** You generously donate your time, skills, talent and financial resources to causes important to you and the organization.
- **Community Participation:** You are an active citizen and understand the importance of governance to ensure we achieve our strategic goals and strengthen the entire organization.
- **Gamma Phi Beta:** You know our history, current initiatives and objectives. You use your knowledge to make decisions that reflect our organizational values.
- **Critical Thinking:** You demonstrate imaginative thinking, recognize the complexity of issues and consider the impact of decisions on all parts of the organization.
- **Applied Learning:** You synthesize experience and knowledge to provide strategic direction.
- **Personal excellence:** You model integrity, honesty and high standards of confidentiality consistent with the Sorority's values. You represent the Sorority within the fraternal community and in the world at large.

Desired Ability and Experience

- You understand the value of succession planning and leadership continuity and can assess leadership potential with a long-term, strategic lens.
- You are skilled in evaluating individuals based on leadership competencies, experiences and cultural fit, using sound judgment and critical thinking.
- You are committed to diversity, equity, and inclusion, ensuring equitable consideration of all applicants and fostering a leadership team that reflects the diversity of Gamma Phi Beta's membership.
- You have had strategic leadership experience, personally or professionally.
- You can be an ambassador and advocate for our organization, sharing our impact while cultivating beneficial relationships.
- You have had experience building relationships at all levels and with different organizations.
- You can communicate effectively with transparency.
- You are proficient with technology platforms, including Microsoft 365.
- You understand the importance of healthy governance, including the responsibilities of board service and the strategic composition of high-functioning leadership teams.

What Sets You Apart

- You bring objectivity and integrity to every decision, prioritizing the best interests of the Sorority in the selection and slating process.
- You are passionate about the work of the organization and understand there is always more to learn and understand about our operations and membership.
- You embrace a generative and strategic thinking mindset.

Considerations

- Must not be currently employed by the Sorority, Facilities Management Company or Foundation.
- Nominating Committee members shall prioritize the time investment of this role in consideration of other volunteer leadership roles they may actively hold with the Sorority.

