



NOMINATING COMMITTEE MEMBER

Supervisor: Nominating Committee Chairwoman

Department: Nominating Committee

Date Created or Revised: April 2021

Purpose

Members of the Nominating Committee work as a team to strategically recruit, evaluate and slate candidates for Sorority leadership at the elected level, including the next biennium's Nominating Committee and International Council.

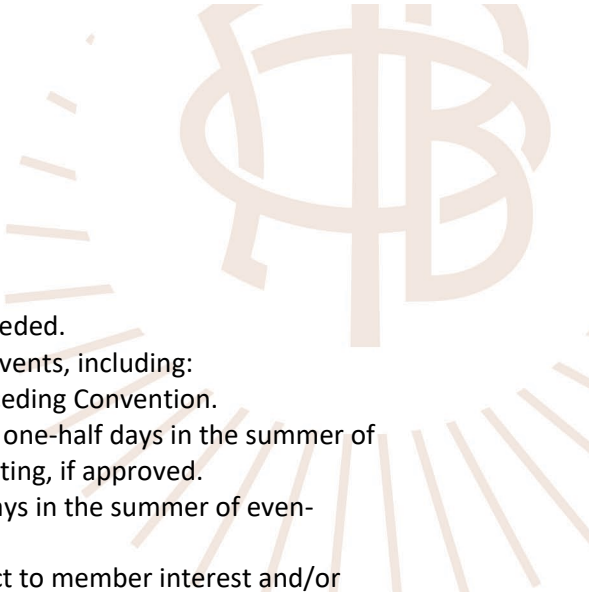
Responsibilities

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

- Recruit and encourage potential talent throughout the biennium using electronic communication, phone calls and in-person conversations; maintain records to share with appropriate entities about potential leaders emerging from recruitment efforts.
- Be aware of the strategic needs, relationships, strategic governance, workforce dynamics and culture of the organization.
- Ensure a clear application process and provide candidates with guidance throughout.
- Provide feedback to all candidates about their application to assist in their leadership development.
- Promote diversity and inclusion throughout the recruitment, evaluation and slating processes for elected leadership.
- Propose a slate of candidates to the Convention body that includes International President, Vice Presidents and Nominating Committee members with a written report and rationale.
- Works on sub-committees or special projects, as needed.

Expectations

- Adhere to all Gamma Phi Beta Bylaws, rules and procedures and committee responsibilities.
- Meet minimum financial 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.
- Must not be currently employed by the Sorority, Facilities Management Company or Foundation.
- Serve eight-10 hours per month most months; during the three-four month application and interview process, the time commitment could increase to 20 hours per month.
- Travel approximately five days per year, which will be reimbursed by the Sorority based on the reimbursement policy.
- Participate in conference calls/video calls:
 - At least one per month (60-90 minutes in length) and

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- Additional committee and subcommittee calls, as needed.
 - Attend and actively contribute to committee meetings and events, including:
 - A three-day/long-weekend meeting in February 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.
 - 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 particular consideration for sensitive personal and performance information to which the Nominating Committee is exposed throughout their process.
 - Fully engage and participate collaboratively in the team effort to slate members into elected positions, completing both individual components (application review, interview review, candidate evaluation) and group elements (conducting interviews, discussing leadership and skills needed in the teams, slating candidates into elected positions) of the process.
 - Demonstrate experience with Gamma Phi Beta's strategic plan and governance model.
 - Possess relevant experience in professional and community organizations.

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.