

## 2026 Convention Arrangements Chair

**Supervisor:** Director of Conferences and Meetings

**Department:** Conferences and Meetings

**Date Created or Revised:** August 2024

### Purpose

This position is primarily responsible for furthering the mission and mission of the organization by supporting the local needs of Gamma Phi Beta biannual Sorority Convention (Convention). Through collaboration with staff and volunteers, the chair will organize local alumnae and collegiate support to execute planned Convention activities and events that enhance the scheduled program and contribute to the sisterhood, camaraderie, "local flavor" and fun for attendees.

### Responsibilities

- Attend the local volunteer reception and actively recruit local committee volunteers.
- Hire and supervise a Convention Steering Committee that meets regularly. This committee will assist with the planning of specific days, events or activities as designated by the director of conferences and meetings.
- Assist with the setup and implementation of on-site registration. This may include registration packet assembly, packet distribution to attendees, attendee check-in, ribbon table monitoring, seating chart assignment and other like duties.
- Be the "Welcome Committee" at Convention by serving as greeters, hostesses and local experts.
- Identify local resources for in-kind gifts for Convention favors and sponsorships.
- Assign a local ritual point person to coordinate ritual equipment and supplies to use on-site during the Convention Initiation service.
- Assign a local alumnae chapter(s) or subcommittee to organize the hat decorating booth.
- Work within the Convention Steering Committee budget allocated by International Council (IC) and provide financial updates to the director of conferences and meetings upon request.
- Collaborate with the director of conferences and meetings to select event themes, entertainment, decorations, centerpieces and linen colors for events, as assigned.
- Provide the director of conferences and meetings with recommendations for local resources, as requested.
- Provide requested written content to promote Convention in various Gamma Phi Beta communications vehicles and work to promote the event within local collegiate and alumnae chapters.
- During Convention, formally welcome all attendees at the welcome dinner and deliver closing remarks to attendees at the Pink Carnation Banquet.
- Provide updates and reports as requested by the director of conferences and meetings to present to IC. Updates and reports will regularly inform IC of the progress of event planning and details.

### Expectations



- The Convention arrangements chair shall have previously attended a Gamma Phi Beta Convention.
- This role requires five to 10 hours per week, on average in the months leading up to Convention and 80-100 hours per week at Convention.
- This role requires five to 10 days/year of travel.
- Complete basic Fidelity volunteer modules and other required training.
- Respond to all communications in a timely and responsible manner.
- Must have access to and ability to use email, Microsoft Word and Microsoft Excel.
- Must be no more than a four-hour drive from the 2026 Convention city and be willing to make the drive as requested for planning meetings or events.
- Responsibly manage job-related expenses and adhere to the approved budget. Submit expenses for approval to the director of conferences and meetings.
- Maintain electronic files of all correspondence and historic documents pertaining to the position.
- Attend Convention and other Gamma Phi Beta events as authorized including REAL Leadership Institute, and conduct/attend meetings or workshops as requested.
- Train successor to ensure a thorough and timely transition.
- Follow deadlines and meet deliverables as outlined in countdown document or project plan.
- Remain in good standing by paying **annual international alumnae dues** or being a **Life Loyal** member.

#### **Preferred Competencies and Experiences**

- Communications
- Workforce Management
- Relationship Development
- Team Collaboration and Leadership
- Executes to Results
- Problem Solving and Decision-Making