

## Membership Vice President

**Supervisor:** Chapter President

**Department:** Executive

**Date Created or Revised:** Spring 2023

### Purpose

The membership vice president will use her leadership and knowledge of Gamma Phi Beta to ensure organizational growth through the addition of new members to the chapter, increase member retention and serve as the supervisor for the officers in the Membership department.

### Responsibilities

- Serve as a member of the chapter's executive council, represent the interests of the Membership department at executive council meetings and communicate pertinent information back to the department.
- Supervise the work of Membership department officers: set goals with officers, lead regular department meetings, monitor the department budget and communicate regularly with all department officers and their advisors.
- Ensure the chapter is at Panhellenic Total and/or working to increase membership size to achieve Panhellenic Total.
- Plan and coordinate all recruitment preparation activities, including recruitment workshops throughout the year and recruitment school prior to primary recruitment that result in members joining Gamma Phi Beta and staying actively engaged as new and initiated members.
- Communicate relevant recruitment details with all appropriate parties, including local alumnae, affiliated house corporation/Facilities Management Company and facility director.
- Plan and coordinate all chapter recruitment activities, including primary recruitment and continuous open bidding (COB).
- Implement inclusive recruitment practices for chapter members and potential new members.
- Recognize and challenge barriers that exist in chapter recruitment practices. Evaluate and assess recruitment activities by analyzing and maintaining recruitment statistics and surveying chapter members and new members about their experience during recruitment. Share assessment results and collaborate with recruitment advisor and chapter advisor to provide insights on how to improve the recruitment experience for chapter members and potential new members, including on topics of equity and diversity.
- Serve as the chair of the meeting for membership department meetings and membership selection meetings.
- Serve as an ex-officio member on all membership department committees.
- Meet with recruitment advisor, campus fraternity/sorority advisor and international representatives, as required.
- Maintain a working notebook containing the following resources: Resources from the Gamma Phi Beta website, contact information for advisors and other volunteers supporting the chapter, College Panhellenic governing documents (bylaws, recruitment rules, etc.), copies of chapter governing documents, copies of previous recruitment evaluations and copies of past officer reports submitted to the chapter supervisor.



## Expectations

- Fulfill responsibilities for 15 hours per week on average. Significant increase in weekly time commitment during recruitment planning, recruitment school and recruitment.
- Travel up to 10 days per year, as necessary or requested.
- Live in the chapter facility if a residential chapter facility exists.
- Complete all collegiate officer training and supplemental education.
- Attend officer transition workshop both as an incoming and outgoing officer.
- Review the Beta Base calendar for assigned responsibilities and action items.
- Maintain regular communication with the chapter president and appropriate advisors, providing reports as requested.
- Read and thoroughly understand the following resources: Collegiate Operations Manual, National Panhellenic Conference (NPC) Manual of Information, Gamma Phi Beta Brand Standards, Working Notebook and all resources in the Membership section of GammaPhiBeta.org.

## Preferred Competencies and Experiences

- Previous leadership experience preferred.
- Remains calm in challenging situations.
- Engages in decision-making.
- Consults resources when looking for information.
- Communicates with clarity.
- Identifies team needs.
- Practices behaviors that contribute to positive team dynamic.
- Identifies opportunities to mentor future chapter leaders.
- Implements inclusive practices and demonstrates a commitment to belonging, equity, diversity and inclusion.
- Enforces Gamma Phi Beta policies and procedures.
- Fulfills obligations and commitments with integrity.