

# Alumnae Panhellenic Delegate

**Supervisor:** President

**Department:** Chairwomen

**Date Created or Revised:** August 2019

## Purpose

The alumnae Panhellenic delegate serves as Gamma Phi Beta's representative to the area alumnae Panhellenic organization and liaises between the two groups.

## Responsibilities

- Represent the alumnae chapter in the local/area alumnae Panhellenic organization.
- Serve as an officer in the alumnae Panhellenic organization as required by rotation or its bylaws.
- Communicate alumnae Panhellenic group deadlines or events to the appropriate party.
- Refer to the alumnae chapter supervisor with questions regarding alumnae Panhellenic.

## Expectations

- Review the Alumnae Chapter Operations Manual and resources on GammaPhiBeta.org.
- Have a working knowledge of the Alumnae Panhellenic's governing documents and processes.
- Maintain a working notebook that tracks the officer's goals and progress.
- Know the chapter's standing rules and the ways they might guide the work of the role.
- Communicate with the officers of the alumnae chapter.
- Plan activities and advertise them in an appropriate time frame.
- Understand and practice Gamma Phi Beta's alumnae engagement philosophy.
- Pay international alumnae dues or join Life Loyal.

## Preferred Competencies and Experiences

- Communicates with others clearly and effectively
- Engages in decision-making
- Consults resources when making decisions
- Implements inclusive practices in chapter activities
- Desires to try new initiatives or ideas to build alumnae engagement