

Membership Review Committee Chair

Supervisor: International Council Vice Chair

Department: International Council Committee

Date Created or Revised: June 2022

Purpose

The Membership Review Committee (MRC) is a standing committee appointed by International Council to review requests from Gamma Phi Beta members and chapters for individual disciplinary action and membership status changes. The MRC also reviews and approves applications for alumnae initiates and requests for granting alumna status under special circumstances.

Responsibilities

- Lead and participate in the MRC per the committee's responsibilities.
- Coordinate the communication between the MRC and International Headquarters staff regarding membership status cases in a timely manner.
- Contact the appropriate chapter leadership, advisor and/or collegiate chapter supervisor for clarification and additional documentation as needed per each membership case.
- Maintain proper documentation on all membership case communication and ensure the appropriate International Headquarters staff is copied on necessary correspondence and any new information.
- Educate International Council on trends and important issues related to the MRC.

Expectations

- This role requires two to three hours per week, on average.
- No travel is expected for this role. Any changes in travel expectations will be communicated.
- Complete the basic Fidelity volunteer online lessons and other required training.
- Understand and utilize Beta Base, the chapter reporting system, to pull discipline and membership related reports for all chapters.
- Conduct a virtual annual meeting of the committee to orient the new committee member.
- Lead committee meetings via email or conference calls to address the submitted membership status requests.
- Lead hearings via online video conferencing when requested for a member discipline case.
- Pay annual **international alumnae dues** or be a **Life Loyal** member. To check if you are in good standing, login at GammaPhiBeta.org > Member > My Profile. On the first tab, if your paid-through date is blank or if the date is in the past, you have not yet paid this fiscal year. If you are Life Loyal, you have paid for life and are in good standing!

Preferred Competencies and Experiences

- Previous Gamma Phi Beta volunteer experience (with a collegiate chapter(s) preferred)
- Analytical, thoughtful and objective in forming an opinion and making decisions
- Prepared, thoughtful and respectful when taking in information and communicating with others
- Contributes individually in creating a positive team dynamic

