

Collegiate Relations Chairwoman

Supervisor: President

Department: Chairwomen

Date Created or Revised: August 2019

Purpose

The collegiate relations chairwoman seeks to build relationships between the alumnae chapter and a collegiate chapter in order to encourage lifetime engagement with Gamma Phi Beta.

Responsibilities

- Work with the collegiate chapter's alumnae relations chairwoman to attend or plan events hosted by the collegiate chapter, including but not limited to:
 - Recruitment aid
 - Initiation
 - Homecoming
 - Senior Celebration
 - PACE meeting attendance
 - Founders Day
 - Mentorship programs as determined by the collegiate chapter
 - General alumnae events
- Publicize these events to the alumnae in the area of the collegiate chapter and include activities on the chapter's calendar.

Expectations

- Review the Alumnae Chapter Operations Manual and resources on GammaPhiBeta.org.
- Maintain a working notebook that tracks the officer's goals and progress.
- Communicate with the officers of the alumnae chapter and the collegiate 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
- Encourages participation and leadership from collegiate chapter leaders
- Organized and detail-oriented in event planning



- Engages in decision-making
- Consults resources when making decisions
- Identifies chapter needs and builds activities around those
- Implements inclusive practices in chapter activities
- Desires to try new initiatives or ideas to build alumnae engagement

