

# GAMMA PHI BETA'S PHILOSOPHY ON COMMITTEES

The purpose of committees within Gamma Phi Beta is to place a greater amount of time and focus on a particular area of Sorority business and/or operations. Gamma Phi Beta utilizes committees as a means of driving the work of the Sorority forward. International Council (IC) appoints committee members to bring specific talents, skills and knowledge relevant to the committee in order to inform, educate and make recommendations to IC for the betterment of the Sorority. Committee members offer dedicated time to thoroughly research and vet an issue before making recommendations to IC.

## **Successful Gamma Phi Beta committees:**

- Have a clear understanding of their charter and charge as well as the scope of their authority.
- Meet regularly, as dictated by each committee's charter, with a focus on completing current tasks, brainstorming future tasks and discerning what challenges and opportunities lie ahead relative to their charge.
- Develop defined goals and projects.
- Create their own meeting agendas.
- May receive delegated projects from IC.
- Make well-informed recommendations to IC.
- Are chaired by a leader who is skilled at involving each committee member in the work being undertaken.

## **Successful committee members:**

- Are dependable in their attendance at meetings.
- Embrace a spirit of collaboration, contributing to discussions and building on the ideas of others.
- Are willing to ask probing questions, view ideas from multiple angles and be open to exploring various perspectives.
- Are reliable in completing work assigned to them.
- Evaluate the adequacy of available data and are willing to seek additional sources of expertise before making final recommendations.
- Seek to move the work of the committee forward.

## **A successful committee chair:**

- Leads the committee, making the most of its members and their skill sets.
- Ensures the committee is effective in execution of its purpose.
- Plans and facilitates effective meetings that allow for robust group discussion that results in thoroughly vetted and well-rounded recommendations that reflect the collective views of the committee.
- Ensures matters are dealt with in an orderly, efficient manner.
- Keeps the committee's purpose and Gamma Phi Beta's mission and strategic direction in mind as the committee pursues its course.
- Knows when a matter is outside the committee's charge and takes it to IC for further guidance.
- Reports the committee's findings to IC in a clear and unambiguous manner with specific recommendations for next steps.

**Successful international staff committee members:**

- Set the tone for the relationship between the committee and international staff.
- Promote open and consistent communication channels between the committee and international staff.
- Help build a strong working relationship between the committee and international staff.
- Keep the committee informed about the issues and activities of the organization, as they pertain to the committee's responsibilities.
- Assist the committee with implementing its recommendations, when approved by IC.
- Serve as an active committee member/chairperson, as appointed.

**Successful IC liaisons:**

- Set the tone for the relationship between the committee and IC.
- Promote open and consistent communication channels between the committee and IC, including keeping the committee informed about the strategic direction of the organization.
- Help build a strong working relationship and create an effective working partnership between the committee and IC to advance the organization's mission and the committee's charge.
- Serve as an active committee member, as appointed.