

## Extension Committee Member

**Supervisor:** Director of Collegiate Experience

**Department:** International Council Committee

**Date Created or Revised:** February 2022

### Purpose

The Extension Committee (Committee) is a standing committee whose purpose is to assist International Council (IC) in collegiate extension decisions.

### Responsibilities

- Review National Panhellenic Conference (NPC) extension bulletin recommendations made by the director of collegiate experience based on the Sorority's approved extension strategy and Sorority Growth Criteria Rubric.
- Respond within seven days to the director of collegiate experience with additional information, a different recommendation or agreement with recommendation made for each extension opportunity presented in a bulletin.
- Respond in a timely manner to any follow-up research or recommendations associated with a specific opportunity.
- Understand the organization's extension strategy and all related materials.
- Review and update the Sorority Growth Criteria Rubric(s) at least annually.
- Stay informed of higher education trends affecting NPC extension.
- Educate IC on trends and important issues related to this Committee.
- Understand NPC's rules and procedures surrounding extension and propose changes, as necessary.
- Perform such other duties and responsibilities that may be assigned to the Committee.

### Expectations

- This role requires one to two (1-2) hours per month, on average.
- Once appointed, the member will serve on the Committee for as long as she serves as a team leader.
- No travel expected for this role. Any changes in travel expectations will be communicated to volunteers. .
- For members of Gamma Phi Beta: Pay annual international alumnae dues or be a Life Loyal member. To check if you are in good standing, log in at [GammaPhiBeta.org](http://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.

### Required Qualification

- Applicant must currently be serving as a Gamma Phi Beta Regional or New Chapter Team leader.

### Preferred Competencies and Experiences

- Experience volunteering with new/newer Gamma Phi Beta chapters.
- Knowledge of chapter operations and support needed for chapters to be successful.



- Effective communication skills.
- Exceptional teamwork skills.
- Ability to think creatively, strategically, generatively and inclusively.

