

## Extension Committee Member

**Supervisor:** Chief Experience Officer

**Department:** International Council Committee

**Date Created or Revised:** May 2025

### 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 chief experience officer 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.
- Be in good standing by paying [annual international alumnae dues](#) or being a [Life Loyal](#) member.

### 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.



