



INTERNATIONAL VICE PRESIDENT

Supervisor: International President

Department: International Council

Date Created or Revised: April 2021

Purpose

Six Vice Presidents serve as members of International Council (IC), the board charged with providing the direction and leadership that drives the achievement of the overall vision, philosophies and strategies of Gamma Phi Beta Sorority. Vice Presidents consider all governance matters impacting the Sorority, as presented by professional staff, other IC members, volunteer leaders, members, industry professionals and other outside parties.

Responsibilities

Core duties and responsibilities include the following. Other duties may be assigned.

- Represent Gamma Phi Beta in the demonstration of Core Values, vision, mission and principles.
- Monitor and advance the Sorority's mission, vision, strategic plan, goals, policies and procedures.
- Generate thoughtful discussion and share educated opinions about matters relating to policy development, oversight and management.
- Build networks and relationships outside the Sorority to stay informed on the broader external environment impacting the organization.
- Promote a membership experience that values and supports the personal and social identities that contribute to a diverse and inclusive membership.
- Actively participate in and contribute to all IC meetings and Convention business meetings; propose and present agenda topics in alignment with principles of strategic board governance.
- Review outcomes and metrics of programs and services created by staff for evaluating their impact and regularly measure their performance and effectiveness using those metrics.
- Review agenda and supporting materials before board and committee meetings.
- Approve the annual budget, audit reports and material business decisions.
- Contribute to an annual performance evaluation of the executive director.
- Enhance the fundraising efforts of the Foundation by building and leveraging connections and opportunities.
- Fulfill all legal and fiduciary responsibilities expected of a board member.
- Serve on additional boards and Sorority committees as appointed by the Governance and Personnel Committee.
- Elevate the presence of international Gamma Phi Beta by serving as an ambassador of the Sorority and attending or speaking at other Sorority events and anniversaries, National Panhellenic Conference and Interfraternity Conference events and other events, as appropriate.
- Remain apprised of industry trends and/or issues.

Expectations

- Adhere to all Gamma Phi Beta Bylaws, rules and procedures, policies, position statements and board guidelines and expectations.
- Attend IC meetings (three) and the bi-annual retreat (one) as well as REAL Leadership Institute and Convention once each during term; these meetings typically range between three-four days; Convention can range between five-seven days.
- Meet minimum financial obligations for good standing. Visit GammaPhiBeta.org and navigate to Member > My Profile. Under My Membership Information, check your status under the Alumnae Dues Paid Through Date.
- Must not be currently employed by the Sorority, Facilities Management Company or Foundation.
- Serve 10 hours per week, on average.
- Travel 10-20 days per year on Sorority business, mostly on weekends, which will be reimbursed by the Sorority based on the policy reimbursement.
- Participate in IC onboarding.
- Actively lead and/or participate on assigned board-level committees.
- Maintain confidentiality of Gamma Phi Beta business, except when necessary, when dealing with outside parties.
- Responsibly steward the financial and human resources of the Sorority.

Gamma Phi Beta is committed to building a more diverse and inclusive organization, and we know that our brightest future will be inspired by vibrant leadership. The strongest candidates for elected service will have a demonstrated level of proficiency and commitment to personal growth across our [member competencies](#) as well as an understanding for how their unique experiences and abilities could contribute to a high-functioning, representative and well-rounded team.