

Programming Chairwoman

Supervisor: Vice President

Department: Chairwomen

Date Created or Revised: August 2019

Purpose

The programming chairwoman works to plan and implement activities for the alumnae chapter based on the wishes and needs of area alumnae.

Responsibilities

- Plan events for area alumnae, which could include social, philanthropy, service or educational events.
 - Remit funds raised from philanthropy events through the Gamma Phi Beta Foundation, if there is no philanthropy chairwoman.
- Plan events with a collegiate chapter, if there is not a collegiate relations chairwoman.
- Survey members' interest to create programming ideas and implementing events based on the findings.
- Maintain a calendar of activities that is distributed to area alumnae.
- Plan a Founders Day event for area alumnae.
- Implement and oversee interest groups of the alumnae chapter, if determined necessary by the membership.
- Maintain Beta Base Reporting and the completion of the following reports:
 - Founders Day Event Report
 - If there is no philanthropy chairwoman, Service Form and Philanthropy Donation Form

Expectations

- Review the Alumnae Chapter Operations Manual and resources on GammaPhiBeta.org.
- Maintain a working notebook that tracks the officer's goals and progress.
- Know the chapter's standing rules and the ways they might guide the work of the role.
- Communicate with the officers of the alumnae 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
- 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