

Foundation Chair

Supervisor: International President

Department: International President

Date Created or Revised: April 2023

Purpose

The Foundation Chair serves as the leader of the Foundation Board of Trustees (BOT) and provides direction and leadership that drives the achievement of the Foundation's mission, vision, strategic plan, goals, policies and procedures. In partnership with the chief executive officer and the BOT, the Foundation Chair oversees the governance of the Foundation and management of its human and financial capital. The Foundation Chair may serve two concurrent 3-year terms.

Responsibilities

- Prepares, directs and presides over all BOT meetings.
- Leads the planning, monitoring and advancement of the Foundation's mission, vision, strategic plan, goals, policies and procedures.
- Attends annual meetings (up to two) as well as the REAL Leadership Institute and Convention during term.
- Develops the BOT as a cohesive, high-performing board.
- Elevates the image of the Foundation BOT by attending or speaking at Sorority and Foundation events.
- Provides leadership and generates thoughtful discussion and educated opinions about matters relating to development, fundraising and stewardship.
- Actively builds networks and relationships outside the Foundation to stay informed on the broader external environment impacting the organization.
- In collaboration with International Council and the Facilities Management Company (FMC) Board of Managers, selects, supervises and evaluates the performance of the organization's chief executive officer.
- Enhances the fundraising efforts of the Foundation by leveraging connections and opportunities.

Expectations

Adhere to all Gamma Phi Beta Foundation Bylaws, Rules and Procedures and board responsibilities.

- Meet minimum financial obligations for good standing or be a Life Loyal member.
- This role requires 10 hours per week, on average.
- Travel: Volunteers in this role will be expected to travel 10-20 days per year.
- Complete new officer training.
- Active leadership and participation at meetings and on assigned committees.
- Complete assignments thoroughly and on time.
- Maintain confidentiality of Gamma Phi Beta except, when necessary, when dealing with outside parties.



- Responsibly stewards the financial and human resources of the Foundation.
- All Trustees, including the Chair, are required to donate a minimum of \$1,874 annually while serving on the BOT.

Preferred Competencies and Experiences

- Shall be an alumna member in good standing and not employed by the Sorority, FMC or the Foundation.
- Must have previously served at least one term on the BOT.
- Broad Sorority and Foundation knowledge and perspective.
- **Applicants should demonstrate experiences that support the following member competencies:**
 - **Self-Awareness:** She can identify her personal beliefs, her strengths and weaknesses and engages in thoughtful reflection on who she wants to be.
 - Places the Foundations best interests above personal priorities.
 - Applies feedback from others about self in context of group.
 - **Confidence:** She believes in herself and her ability to make decisions, take actions and achieve positive results.
 - Uses areas of expertise to accomplish goals.
 - Executes decision-making that balances personal assertions and overall needs of the Sorority.
 - **Communication:** She is prepared, thoughtful, engaged and reflective when taking in information and communicating with others.
 - Serves as a spokesperson for the organization.
 - Employs active listening skills to inform strategic direction.
 - **Teamwork:** She can identify attributes of a healthy relationship and contributes individually in creating a positive team dynamic.
 - Models awareness of power dynamics within the boardroom and acts to mitigate power differentials.
 - Inspires and creates an atmosphere of trust that results in positive working relationships inside and outside of the Sorority.
 - **Mentorship:** She uses her experience to guide and coach other individuals.
 - Engages in mentoring relationship focused on board-level service.
 - **ΓΦΒ Knowledge:** She knows the history, current initiatives and future goals of the organization and uses her knowledge to make decisions that reflect organizational values and priorities.
 - Understands the fundamentals of the organizations, including financial management, legal compliance and generative planning.
 - Coordinates and leverages synergies across the organization and among the three Gamma Phi Beta entities.
 - **Applied Learning:** She makes connections between different ideas and concepts, applies knowledge and skills to solve complex problems.
 - Understands fund accounting and investment management.
 - Leverages finances to be accountable to the revenue generation sources and advance the Foundation.



- **Personal Excellence:** She strives for continued personal growth and challenges herself to reach high levels of achievement in all areas of her life.
 - Appropriately represents the Foundation within the fraternal community and in the world at large.
 - Models integrity, honesty and high standards of confidentiality, consistent with the organization's values.

