

Philanthropy Chairwoman

Supervisor: Vice President

Department: Chairwomen

Date Created or Revised: August 2019

Purpose

The philanthropy chairwoman works to build a relationship with the Sorority's philanthropic partner in the area of the alumnae chapter and make the Sorority's philanthropic focus of Building Strong Girls relevant in philanthropic activities.

Responsibilities

- Plan philanthropy and service events with Gamma Phi Beta's philanthropic partner, Girls on the Run, or another organization that supports the philanthropic focus of Building Strong Girls.
- Remit funds raised from philanthropy events through the Gamma Phi Beta Foundation.
- Work with the programming chairwoman or president to have philanthropic activities added to the chapter's calendar.
- Maintain Beta Base Reporting and the completion of the following reports:
 - Service Form
 - 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.

