

## **Extension Committee Charter**

### **Mission**

The Extension Committee (Committee) is a standing committee appointed by International Council (IC) to assist IC in its collegiate extension decisions.

### **Authority and Responsibilities**

1. Review National Panhellenic Conference (NPC) extension bulletin recommendations made by the director of Sorority Growth based on the Sorority's approved extension strategy and Sorority Growth Criteria Rubric.
2. Respond, within seven days, to director of Sorority Growth with additional information, a different recommendation or agreement with recommendation made for each extension opportunity presented in a bulletin.
3. Respond in a timely manner to any follow-up research or recommendations associated with a specific opportunity.
4. Understand the organization's extension strategy and all related materials.

### **Organization**

#### *Review of Charter/Performance*

This charter will be reviewed and reassessed by the Committee at least annually. Any proposed changes shall be submitted to IC's Governance Committee (the Governance Committee) for approval. In addition, at least annually, the Committee shall evaluate its performance. The chairwoman of the Committee, together with the Governance Committee, shall determine the form and nature of the annual self-evaluation. The chairwoman of the Committee shall report the results of the evaluation to the Governance Committee.

#### *Membership/Structure/Quorum*

The Committee will include the director of Sorority Growth, who shall serve as chair of the Committee, managing director of Marketing and Communications, executive director, director of Chapter Services, sorority director-regional operations, sorority director-new chapters, sorority director-extension strategy, National Panhellenic Conference delegate, the International President and one additional IC member selected by IC, all of whom will have voting rights. In the event there is a housing component to the extension opportunity the director of Housing and Facilities shall also serve on the Committee. Quorum shall consist of a majority of the voting members of the Committee. Committee members can participate via email

#### *Meetings*

The Committee shall consult on extension opportunities as needed via email, upon the release of an extension bulletin by NPC. In addition, the Committee shall meet as necessary via conference call. The Committee can communicate between conference calls via email communication.

#### *Agenda, Minutes and Reports*

Agendas for the Committee conference calls shall be prepared by the chairman, who shall also prepare minutes of conference calls and provide reports as necessary to IC. Minutes of all meetings shall be approved by Committee members at the following meeting.

### **2018 Bylaws Considerations**

No Bylaw changes because of this Committee are foreseen.