

Job Description

Supervisor: International President
Created: July 2017

Department: International Council
Revised:

Specific Responsibilities

The Vice President (VP) reports to the International President. There are six Vice Presidents on International Council. Each VP is responsible for the following:

A. International Gamma Phi Beta

1. Serve as the keeper of the overall vision, philosophies and strategies of Gamma Phi Beta Sorority.
2. Develop, promote and monitor the Sorority's vision, mission, goals, policies, positions statements, strategies and Rules and Procedures.
3. Lead the Sorority as directed by the Sorority's biennial international Conventions.
4. Lead the Sorority as guided by the Gamma Phi Beta Articles of Incorporation, Bylaws and Rules and Procedures.

B. International Council: Leadership, Governance and Oversight

1. As a member of International Council, serve as the visionary body for Gamma Phi Beta Sorority.
2. Participate in International Council meetings, representing the Sorority's overall vision.
3. Travel and correspond by letter, fax, email and phone as required to fulfill International Council obligations.
4. Thoughtfully consider all matters that come before International Council, including (but not limited to) insurance, liability, general operating expenses and budget concerns, crisis management and specific issues brought to International Council by professional staff, other International Council members and volunteer leaders.
5. Create and monitor the Sorority's strategic plan.
6. Serve as a trusted advisor to the executive director as s/he implements the strategic plan.
7. Review outcomes and metrics created by the workforce for evaluating the Sorority's impact, and regularly measuring its performance and effectiveness using those metrics.
8. Review and understand agenda and supporting materials prior to board and committee meetings.
9. Approve the Sorority's annual budget, audit reports and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
10. Contribute to an annual performance evaluation of the executive director; participate in hiring a replacement as necessary.
11. Partner with the executive director and other board members to ensure that board resolutions are carried out.
12. Ensure legal and ethical integrity by complying with all federal, state and local laws; review and discuss legal matters with the advice of legal counsel.
13. Monitor and strengthen programs and services to Gamma Phi Beta members.
14. Stay informed of news, legal matters, legislation, etc. related to higher education, Greek organizations and other topics related to our collegiate and alumnae members.
15. Support agreements from the National Panhellenic Conference (NPC); give direction to the NPC delegate related to votes within NPC.

C. International Council Committee Participation

1. Participate on two standing or special International Council and/or Sorority Committees from any of the following:
 - Bylaws
 - Finance
 - Governance and Personnel
 - Leadership Development
 - Ritual and History
 - Extension
 - Technology
2. One VP will be elected to participate on the Foundation Board of Trustees and one to the FMC Board of Managers. This will be considered one of the two committee assignments.
3. Participate on other special committees as deemed necessary by International Council.

D. Vice Chairwoman of International Council

1. At the start of each biennium, one Vice President shall be elected by International Council to serve as vice chairwoman of International Council. She shall assume the duties of the International President, including chairing International Council meetings and conference calls, in the absence of the International President.

E. Convention and Other Gamma Phi Beta Leadership Conferences

1. Act as a hostess at Convention and other Gamma Phi Beta leadership conferences.
2. Stand in for the International President as necessary

F. Other Gamma Phi Beta and Interfraternal Events

1. Participate in alumnae and collegiate Founders Day events and other chapter celebrations as requested.
2. Attend and participate in Initiation and Installations of new chapters as necessary.
3. Participate in extension presentations as necessary.

Time Requirements

Required Travel (all time estimates include travel days)

- 24 days per year if not a Foundation Trustee or member of the FMC Board of Managers
 - Four days: Biennium International Council Retreat in August, even number years
 - Three to four days, three to four times per year: IC meetings
 - Four to five days: Convention
 - Other Gamma Phi Beta leadership conferences
 - Three to four days: REAL Leadership Institute
 - Three days: REAL Leadership Conference
- 30 days per year if a Foundation Trustee or member of the FMC Board of Managers
 - If also a Foundation Trustee: an additional six days of travel for two Trustee meetings
 - If also a FMC Board of Managers member: an additional six days of travel for two Board of Manager meetings

Optional Travel

- Additional travel may be necessary if the International President has conflicts with her travel commitments for extension presentations, chapter installations, chapter celebrations and interfraternal conferences.

Office: 15 hours/week