

Job Description

Supervisor:	Department: International Council
Created:	Revised: August 2017

Specific Responsibilities

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.
4. Create and monitor the Sorority's strategic plan.
5. Serve as a trusted advisor to the executive director as s/he implements the strategic plan.
6. Review outcomes and metrics created by the workforce force evaluating the Sorority's impact, and regularly measuring its performance and effectiveness using these metrics.
7. Review and understand agenda and supporting materials prior to board and committee meetings.
8. Approve the Sorority's annual budget, annual reports and material business decisions; being informed of, and meeting all legal and fiduciary responsibilities
9. Contribute to the annual performance evaluation of the executive director; participate in hiring a replacement as necessary.
10. Partner with the executive director and other board members to ensure that board resolutions are carried out.
11. 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.
12. Monitor and strengthen programs and services to Gamma Phi Beta members.
13. Stay informed of news, legal matters, legislation, etc. related to higher education, Greek organizations and other topics related to our collegiate and alumnae members.
14. Support agreements from the National Panhellenic Conference (NPC); give direction to the NPC delegate related to votes within NPC.

C. International Council; Chairwoman of Board

1. Mentors the six Vice Presidents.
2. Chair and develop the agenda for International Council meetings and conference calls.
3. Coordinate communication between International Council meetings.
4. Establish office hours and return calls within an appropriate period of time.
5. Develop International Council as a cohesive and high-performing team.
6. Sign official documents (e.g., chapter charters, membership certificates and other documents authorized by international Council).

D. Foundation

1. Serve as one of the voting members of the Foundation.
2. Serve as one of the International Council representatives to the Foundation Board of Trustees.
3. Support the efforts of the Foundation and its projects.
4. Attend a joint International Council/Foundation meeting each biennium.

D. Convention and Other Gamma Phi Beta Leadership Conferences

1. Preside as chairwoman of the Convention business sessions.
2. Work with International Headquarters professional staff and designated volunteers as they plan and execute programming for Convention and other Gamma Phi Beta leadership conferences.
3. Participate in Convention planning as appropriate.
4. Participate in appropriate ritual services.
5. Act as a hostess at Convention and other Gamma Phi Beta leadership conferences.
6. Determine recipients, if any, for the President's Award given at Convention

E. Committee Participation

1. Serve as a voting member of the following International Council committees:
 - a. Governance and Personnel
2. Serve as a voting member of the following Sorority standing committees:
 - a. Bylaws
 - b. Finance
 - c. Extension

F. Travel

1. Attend the following meetings (all time estimates include travel days):
 - a. International Council meetings/retreats
 - i. Five days in August in even number years: Biennium Retreat
 - ii. Three to four days per year, three to four times per year: IC meetings
 - b. National Panhellenic Conference and interfraternal meetings
 - i. Four to five days every fall
 - ii. Three to four days every January
 - c. National Panhellenic Conference National/International President meetings
 - i. Three to four days every April
 - d. Five to six days: Convention every even year
 - e. Other Gamma Phi Beta leadership conferences
 - i. Four to five days, in off Convention summers: REAL Leadership Institute
 - ii. Two to three days per year: REAL Leadership Academy
 - iii. One to two days in the odd years: Facilities Conference, Sponsored by the Facilities Management Company
 - iv. Four days every July: REAL Leadership Experience
 - f. Foundation Board of Trustees meetings

- i. Three to four days for fall meeting
 - ii. Two to three days for spring meeting
 2. Attend or appoint attendee for:
 - a. Designated Inter-fraternal conferences (one to three days per conference)
 - b. National meetings of auxiliary organizations to which Gamma Phi Beta belongs (one to three days per meeting)
 - c. Extension activities (i.e., presentations, installations)
 - i. Three days (weekdays): Extension presentations
 - ii. Three days: Installations
 - d. One to three days per celebration: special chapter celebrations (i.e., Centennials, facility dedications, 50-year anniversaries, etc.).
 - e. One to three days per visit: fundraising efforts
 3. Other travel as required by special circumstances.

F. Executive Director and International Headquarters

1. Serve as the direct supervisor of the executive director.
2. Work through the executive director as appropriate.
3. Participate as necessary in matters related to International Headquarters.
4. With input from the Governance and Personnel Committee, set yearly and long-term goals with executive director.
5. Conduct regular evaluations of executive director.

G. *The Crescent*, and Other Publications and Manuals

1. Review *The Crescent* prior to publication.
2. Oversees President's letter for *The Crescent*.

H. Public Relations

1. Serve as a role model for Gamma Phi Beta, both internally and externally.
2. Serve as an ambassador for the Sorority in public speaking opportunities (six to eight per year: Convention, REAL Leadership Institute, REAL Leadership Academy, Facilities Conference, chapter anniversary celebrations, extension opportunities, installations).
3. Establish a positive rapport with the inter/national presidents of other sororities and fraternities.
4. Write various letters/messages to the Sorority (i.e., Founders Day).
5. Serve as an e-officio member of all boards and committees, except the Nominating Committee.
6. Review all publicity releases as appropriate.

I. Interfraternal

1. Supervise the NPC delegate.
2. Represent the Sorority at interfraternal conferences as noted in travel section.
3. Manage Panhellenic issues that are inter/national scope on campuses where Gamma Phi Beta holds the Panhellenic presidency.

J. Volunteer Leaders

1. Supervise the work of the following volunteer leaders:
 - a. NPC Delegate
 - b. Bylaws Chairwoman
 - c. Parliamentarian

Time Requirements

- Travel: 50-60 days/year (30-34 days required; additional days include extension presentations; chapter installations; interfraternal conferences; Gamma Phi Beta leadership conferences other than Convention and REAL Leadership Institute; special speaking engagements, etc. Most events include one to two weekdays adjacent to a weekend, except extension presentations, which tend to be during the week).
- Office: 15-30 hours/week (must have some day availability); average five to eight hours per week in various conference calls.