

National Panhellenic Conference Chairman Position Description

The National Panhellenic Conference (NPC) chairman is elected by the NPC Council of Delegates (COD), leads the NPC Board of Directors (BOD) and serves as the primary liaison between the BOD and the chief executive officer (CEO). In addition to the duties and expectations outlined in the BOD position description, the chairman is responsible for the following duties:

Leadership/Management

- Oversee the selection, support and evaluation of the CEO.
- Cultivate a working partnership with the CEO through communication and collaboration.
- Submit an annual report on the activities and financial condition of the Corporation to the COD at each annual membership meeting.
- Serve, in addition to the CEO, as the spokesperson for NPC.

Strategy

- Guide the BOD to think strategically about the mission, vision and strategic goals of NPC to ensure the sustainability of the Conference.
- Provide relevant and timely information to the BOD to enable directors to make informed decisions.
- Ensure resource allocation is aligned with NPC's strategic plan/initiatives.

Administration

- Work with the CEO to set meeting agendas and preside at all meetings of the BOD and COD.
- Prepare and communicate reports to relevant stakeholders.

Board Development

- Participate in onboarding of directors.
- Appoint, with the approval of the BOD, standing and special committees and chairmen.

Policy

- Responsible for interpretation and enforcement of policies established by the BOD.
- Ensure compliance with organizational governing documents and operating policies.
- Review and revise policies related to crisis communication, media relations and legal strategies.

Collaboration

- Collaborate with interfraternal partners, campus-based professionals and other supporters of the sorority experience.
- Represent the National Panhellenic Conference.
- Communicate relevant information/updates to the COD.
- Consult with specialists hired by NPC.

Other

- Serve as an ex-officio, non-voting member of all board and special committees with the exception of the Nominating Committee and the Advisory Committee

Time and Travel Expectations

- Ten to 20 hours of service per month including monthly board meetings/calls.
- Three to four in-person board meetings/retreats per year to include NPC Annual Membership Meeting and Annual Educational Conference.
- Additional travel, as needed and budget permitting, to industry conferences and advocacy engagements.