



Position Description: Chair, NPC Board of Directors

The National Panhellenic Conference (NPC) chair 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 chair is responsible for the following duties:

Leadership/Management

- Oversee the selection, management 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.
- Appoint, with the approval of the BOD, standing and special committee chairs.
- 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.

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 framework/initiatives.

Administration

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

Board Development

- Participate in onboarding of directors.
- Appoint, with the approval of the BOD, board committees.
- Facilitate development of board norms and board assessment activities.

Policy

- Interpret and enforce policies established by the BOD.
- Ensure compliance with organizational governing documents and operating policies.

Collaboration

- Encourage director engagement with interfraternal partners, campus-based professionals and other supporters of the sorority experience.
- Promote board engagement and collaboration with the COD and member organization leaders.

Other

- Ineligible to serve on the Board of other Fraternal Government Relations Coalition partner organizations to prevent potential conflict of interest.



Time and Travel Expectations

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