



VOLUNTEER JOB DESCRIPTION BYLAWS COMMITTEE

DESCRIPTION

It is the general responsibility of the Bylaws Committee to work in conjunction with the Director of Bylaws to review the national bylaws for edits and updates as well as consider amendments to recommend to the National Council.

TIME: Estimated 2-4 hours per month

TERM: 2-year term

APPOINTED BY: National President

APPROVED BY: National President in consultation with National Council

SUPPORTED BY: Vice President-Chapter Programming and Vice President-Alumnae

NATIONAL OFFICE STAFF CONTACT: Executive Director

PROVIDES SUPPORT TO: Director of Bylaws

RESPONSIBILITIES

Support the Director of Bylaws

Review the national bylaws for necessary changes

Stay informed and updated on Sorority initiatives, programs and best practices for chapter operations and programs, and positively advocate for their sound implementation

- Read and be familiar with:
 - Sorority Constitution, Bylaws and Policies
 - This information is available under HQDocs found on PhiPortal
- Provide positive and consistent support for Sorority decisions, programs and initiatives
- Attend training opportunities in person and online, as requested

Follow and support general volunteer responsibilities

- Uphold all state and federal laws
- Uphold all policies and procedures
- Attend biennial Convention, Summer Leadership and/or any other AEPHI development opportunities and meetings, as requested
- Maintain current and accurate information in Sorority database
- Respond promptly within 48 hours to all forms of communication regarding volunteer role
- Maintain confidentiality around Sorority, chapter and member business

