



PHI SIGMA SIGMA

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## BYLAWS COMMITTEE EXPECTATIONS

Successful applicants for this role will have strong interpersonal and administrative skills. Volunteers must possess strong organizational skills, writing skills and time management skills. Volunteers must have proven ability to communicate information effectively to different audiences and have an understanding of the international organizational. Volunteers need to have a passion for working with a team, Fraternity professional staff and Fraternity legal counsel.

Responsibilities will include:

- Solicit proposed changes to the Fraternity's Constitution and Bylaws.
- Work with Fraternity volunteers, staff and legal counsel to vet proposed changes.
- Create educational opportunities and marketing opportunities to educate stakeholders on the proposed changes.
- Confidently communicate with a variety of stakeholders via webinars, phone calls or in-person regarding the proposed changes.
- Open and prompt communication with Fraternity professional staff and volunteers.
- Maintain confidentiality regarding the work of the bylaws committee.
- Availability to participate in weekly conference calls and to spend up to 5 hours per week on committee work.
- Commit to service from November 2021 through Convention (weekend of June 24, 2022), and any post-Convention wrap-up tasks.