Panhellenic Executive Board 2016 Application

Panhellenic Creed

We, as undergraduate members of women's fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We, as fraternity women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.

Application Requirements:

• Must hold at or above a 2.75 GPA
• Must be in good standing with your chapter
• All candidates should be in good standing with the university and enrolled as a full-time student (12 or more hours) unless fewer credits are required to graduate during their term of office.
• Should no qualified woman apply by the established deadlines, the elected officers should review and decide to suspend any or all of the stated deadlines.

General Panhellenic Executive Board Expectations:

• Attend all required officer meetings. Absences may only be excused by the President for executive officers and Vice President of Recruitment for recruitment team.
• Serve a minimum of one office hour per week in the Panhellenic office.
• Provide an officer report of all actions and business related to her respective office at all executive and regular meetings of the collegiate council.
• Submit a report to the Vice President of Administration for inclusion in the agenda of all regular meetings of the council by midnight the night prior to meeting.
• Disaffiliate during recruitment periods to assist with the execution of Panhellenic recruitment process.
• Complete all duties assigned by the Vice President of Recruitment and Panhellenic Advisor related to the Panhellenic recruitment process.
• Attend and participate in required university and Panhellenic trainings, council retreats, and transition meetings.
• Maintain and turnover files and up to date notebook relating to office.
Panhellenic Executive Board Position Descriptions

All nine positions on the Panhellenic Executive Board will be selected through slate in the 2013 calendar year. These positions are President, Vice President of Administration, Vice President of Member Development, Vice President of Judicial Affairs and Accountability, Vice President of Recruitment, Vice President of Campus and Community Relations, Vice President of Public Relations, Vice President of Philanthropy and Community Service, and Vice President of Scholarship.

The President shall:

- Maintain overall responsibility for the operation of the Panhellenic Council and serve as the collegiate representative to the campus and community.
- Work with the executive board and Panhellenic Advisor in all matters pertaining to the council.
- Call and preside at all meetings of the Panhellenic Association, Panhellenic Council, and Executive Board.
- Sign all contracts involving the Panhellenic Association and may countersign Panhellenic Association checks.
- Serve as ex-officio member of all Panhellenic Council committees with voice, but no vote.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Ensure that the NPC annual report is completed.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: Middle Tennessee State University Panhellenic Association bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
- Meet weekly with Panhellenic Advisor.
- Plan the Panhellenic Retreat with the Panhellenic Advisor for the beginning of the spring semester.
- Supervise Executive Board.
- Maintain regular correspondence with the council over the summer.
- Coordinate a sorority president’s roundtable at least twice a semester.
- Communicate with chapters on policy violations.

The Vice President of Administration shall:

- Preside over roll call at all council meetings and keeps current records of chapter attendance and meeting minutes.
- Executes all administrative functions of Panhellenic.
- Keep current statistics concerning the number of initiated members and new members of each Panhellenic Council member sorority.
- Keep full minutes of all meetings of the Panhellenic Council and a record of all actions taken by the Executive board.
- E-mail minutes from the previous week’s meeting to all Panhellenic Council members and NPC Area Advisor in a timely manner.
- Be responsible for all correspondence of the Panhellenic Council.
- Conduct a parliamentary procedure workshop at the beginning of each semester to inform the Panhellenic Council about proper procedure.
- Be responsible for the general supervision of the finances of the Middle Tennessee State University Panhellenic Council.
- Receive all payments due to the Panhellenic Council, collect all dues, and give receipts.
- Be responsible for the prompt payment of all bills of the Middle Tennessee State University Panhellenic Council.
- Maintain up-to-date financial records and give a financial report at each regular meeting of the Panhellenic Council.
- Deposit within five working days all monies collected.
- Reconcile monthly bank statements of all Panhellenic accounts and maintain a file of all records.
• Prepare and present at the second to last regular meeting of the Panhellenic Council in the fall semester a budget for the upcoming fiscal year.

The Vice President of Member Development shall:

• Coordinate monthly roundtables with New Member Educators of Panhellenic Association members.
• Coordinate monthly roundtables with member development officers of Panhellenic Association members.
• Serves as a resource of ideas and programs for member development in the Panhellenic community.
• Educates the Panhellenic community about relevant issues.
• Aids and addresses individual chapters on issues of member retention, civic engagement, leadership development, and values and ethics.
• Organize, develop, and implement a new member orientation program to inform on Panhellenic Association and our shared values

The Vice President of Recruitment

• Oversee Recruitment administration with the Panhellenic Advisor.
• Interviews, appoints, and presides over the Recruitment Team.
• Train and oversee all operations of the Recruitment Team.
• Serve as chair and coordinate monthly meetings of chapter recruitment chairs and recruitment advisors.
• Serve in an advisory capacity to the Recruitment Counselors.
• Coordinate training of all Panhellenic Council officers.
• Prepare recruitment training documents with Panhellenic Advisor.
• Reside in Murfreesboro, TN or surrounding area over the summer.
• Maintain an updated list of women interested in participating in Continuous Open Bidding. Distribute contact information to chapters participating in the process each semester.
• Work with the Vice President of Public Relations to develop and maintain updated recruitment information through the website, social media, and publications.

The Vice President of Judicial Affairs and Accountability

• Educates the Panhellenic Community about risk issues such as alcohol abuse and sexual assault.
• Hold chapters accountable for their actions.
• Train the judicial committee.
• Aids individual chapters in developing risk management policies and hold roundtables with risk management chairs when necessary.
• Enforces Panhellenic Council risk awareness policies, Constitution and Bylaws.
• Responsible for the education of all judicial issues and related subjects.
• Presides over voting done by the Panhellenic Council
• Annually reviews the Panhellenic Constitution and Bylaws.
• Create and deliver presentation to all chapters during April/August to review rules about contact with potential new members.
• Work with President and Panhellenic Advisor on addressing potential rules violations. Complete any necessary paperwork related to potential infractions and judicial proceedings. Deliver notice of violations to fraternities, and coordinate scheduling of mediations.

The Vice President of Public Relations

• Responsible for promotion of programs and all publicity relating to the Panhellenic community.
• Send news releases to media for all Panhellenic Council major events and programming.
• Assist Panhellenic officers in marketing Panhellenic events.
• Manage all means of social media for the Panhellenic Council.
• Document Panhellenic activities and accomplishments and compile an end of the year report.
• Create all informational flyers for events.
• Compile and maintain the Panhellenic calendar.

The Vice President of Campus and Community Relations

• Serve as the Panhellenic representative and works to coordinate cross-programming opportunities between other campus organizations and the four governing councils (Inter-fraternity Council, National Pan-Hellenic Council, Multicultural Greek Council)
• Coordinate delegate trainings.
• Promotes a positive values system in the fraternity and sorority community by recognizing Panhellenic chapters who uphold shared values.
• Promote NPC International Badge Day in March.
• Promote unity within Panhellenic Sororities.
• Coordinate one event each semester to promote positive Panhellenic relations.

The Vice President of Scholarship shall:

• Initiate and implement programs designed to encourage scholastic achievement within the individual sororities.
• Serve as an advisor to the sorority scholarship chairpersons.
• Call and preside over one (1) roundtable per month with the chapter scholarship chairpersons.
• Provide incentives and methods for keeping all organizations at or above a 2.75 grade point average.
• Collect scholarship plans from every chapter.
• Work with the Director of Fraternity and Sorority Life to keep track of chapter academic achievement.

The Vice President of Philanthropy and Community Service shall:

• Plan events to support Panhellenic Association philanthropy Circle of Sisterhood.
• Inform chapters of philanthropy events and volunteer opportunities in the community.
• Support all philanthropy events held by Panhellenic member sororities and fraternities.
• Coordinate Trick or Treat on Greek Row.
• Coordinate Panhellenic Easter Egg Hunt.
• Maintain correspondence with chapter community service and philanthropy chairs and hold roundtables when necessary.

Application Timeline:

October 8- Application becomes available

October 24- Applications are due by 4:30 pm to the Office of Student Involvement and Leadership on the 3rd floor of the Student Union. Please sign up for an interview at this time.

October 27-November 2- Interviews.

November 3- Slate will be presented at Panhellenic Council meeting.

November 10- Candidates will give speeches and elections will be held.
Name: ____________________________________________

Cumulative GPA: __________________________ Classification: ____________________________

Chapter: ____________________________ M#: ____________________________

Phone Number: ____________________________ Email: ____________________________

Rank the positions you are most interested in applying for (the number 1 showing most interested in and 9 showing least interested in). Only rank positions you are interested in applying for.

____ President
____ Vice President of Administration
____ Vice President of Member Development
____ Vice President of Recruitment
____ Vice President of Judicial Affairs and Accountability
____ Vice President of Public Relations
____ Vice President of Campus and Community Relations
____ Vice President of Philanthropy and Community Service
____ Vice President of Scholarship

Please answer the following question to the best of your ability using no more than 250 words per question (some questions will not require answers of this length). Attach your typed responses and a resume to this application.

1. Describe why you are interested in serving the Panhellenic Executive Board.
2. Look at your top three position choices. What are some ideas/goals that you have for each position and explain how you would go about accomplishing these ideas/goals?
3. What is your vision for the Panhellenic Council and the fraternity/sorority community as a whole?
4. What do you believe are the top three issues affecting the relevancy of fraternities and sororities at MTSU and how would you work to make fraternities and sororities more relevant on this campus?

Candidate Qualification/Time Commitment:

By submitting my application, I agree to adhere to the following expectations:

2. Attend all Panhellenic General Meetings, Panhellenic Executive Meetings, Retreats, Conferences, and all other Panhellenic events and activities (including Formal Membership Recruitment).
3. Complete all officer-related expectations from the Constitution and Bylaws that are assigned/accepted by me.
4. I agree to attend the following mandatory dates:
   a. Officer Installation: November 22nd, 2015
   b. Panhellenic Council Executive Board Retreat
   c. FSL Leadership Summit: January 12th and 14th, 2016
   d. Association of Fraternal Leadership & Values Conference in Indianapolis
5. Serve a term of office that runs December 1, 2014-December 1, 2016.

_________________________________________  _______________________
Signature                        Date

Due Monday, October 19, 2015, by 4:30 p.m.
Please submit to the CSIL office, student union 330