College Panhellenic Executive Board 2017 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 Panhellenic President or the Vice President of Recruitment for recruitment events.
- 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 Panhellenic council.
- Submit a report to the Vice President of Administration for inclusion in the agenda for all regular meetings of the council by midnight the night prior to meeting.
- Disaffiliate during recruitment period to assist with the execution of the 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 an 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 2016 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:

- Call and preside at all meetings of the Panhellenic Council.
- Call and preside at all meetings of the Executive Board.
- 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 Panhellenic Council.
- Serve as an ex-officio member of all Panhellenic Association committees except the Judicial Board.
- Sign all contracts involving the Panhellenic Association and may countersign Panhellenic Association checks.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Ensure that the NPC College Panhellenic 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 NPC College Panhellenic reports, and other pertinent materials.
- Meet weekly with Panhellenic Advisor.
- Plan the Panhellenic Retreat with the Panhellenic Advisor for the beginning of the spring semester.
- Maintain regular correspondence with the Panhellenic Council over the summer.
- Coordinate a Sorority President’s Roundtable at least twice a semester.
- Communicate regularly with chapters on policy violations.
- Perform all other duties as assigned.

The Vice President of Administration shall:

- Perform the duties of the President in her absence.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Keep an accurate roll of the members of Panhellenic Council.
- Record minutes of all meetings of the Middle Tennessee State University Panhellenic Council and keep a record of all actions taken by the Executive Board.
- Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- Send meeting minutes to the NPC area advisor in a timely manner.
- Send meeting minutes to all Panhellenic Council members in a timely manner.
- Keep current statistics concerning the number of initiated members and new members of each Panhellenic Council member sorority.
- Be responsible of 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.
• Supervise the finances of the Middle Tennessee State University Panhellenic Association.
• Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Middle Tennessee State University Panhellenic Association member sorority.
• Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
• Pay promptly the annual NPC dues and all bills of the Middle Tennessee State University Panhellenic Association.
• Deposit, within five business days, all monies collected.
• Reconcile monthly bank statements of all Panhellenic accounts and maintain a file of all records.
• Maintain current, up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
• Perform all other duties as assigned.

The Vice President of Member Development shall:

• Be familiar with the NPC Manual of Information and all governing documents of this Association.
• Coordinate monthly roundtables with New Member Educators of the Panhellenic Association members.
• Serve as a resource of ideas and programs for Member Development in the Panhellenic community.
• Educate the Panhellenic community about relevant issues.
• Aid and address individual chapters on issues of member retention, civic engagement, leadership development, values, and ethics.
• Organize, develop, and implement a New Member Orientation program to inform on the Panhellenic Association and our shared values.
• Perform all other duties as assigned.

The Vice President of Recruitment

• Be familiar with the NPC Manual of Information and all governing documents of this Association.
• Oversee Recruitment Administration with the Panhellenic Advisor.
• Interview, appoint, and preside over the Recruitment Team, which will guide and plan all aspects of Panhellenic Recruitment.
• 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 the Panhellenic Advisor.
• Reside in the Murfreesboro, TN or surrounding area over the summer.
• Maintain an updated list of women interested in participating in Continuous Open Bidding, and distribute contact information to the chapters eligible to participate in this process each semester.
• Work with the Vice President of Public Relations to develop and maintain updated recruitment information through the website, social media, and other publications.
• Perform all other duties as assigned.

The Vice President of Judicial Affairs and Accountability

• Be familiar with the NPC Manual of Information and all governing documents of this Association.
• Educate the Panhellenic Community about risk issues, such as alcohol abuse and sexual assault.
• Hold each chapter accountable for their actions.
• Train the Judicial Committee.
The Vice President of Risk Management Chairs will:

- Aid individual chapters in developing risk management policies and hold roundtables with Risk Management Chairs when necessary.
- Enforce Panhellenic Council risk awareness policies, Constitution, and Bylaws.
- Be responsible for the education of all judicial issues and related subjects.
- Preside over voting done by the Panhellenic Council.
- Annually review the Panhellenic Constitution and Bylaws.
- Create and deliver a presentation to all chapters during April and August to review rules about contact with potential new members.
- Work with the President and Panhellenic Advisor on addressing potential rule violations.
- Complete any necessary paperwork related to potential infractions and judicial proceedings.
- Deliver notice of violations to fraternities.
- Coordinate scheduling of mediations.
- Perform all other duties as assigned.

The Vice President of Public Relations will:

- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Be 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.
- Perform all other duties as assigned.

The Vice President of Campus and Community Relations will:

- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Serve as the Panhellenic representative and works to coordinate cross-programming opportunities between other campus organizations and the three governing councils (Inter-fraternity Council and National Pan-Hellenic 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.
- Perform all other duties as assigned.

The Vice President of Scholarship shall:

- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Initiate and implement programs designed to encourage scholastic achievement within the individual sororities.
- Serve as an advisor to the sorority scholarship chair persons.
- Call and preside over one 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.
• Perform all other duties as assigned.

The Vice President of Philanthropy and Community Service shall:

• Be familiar with the NPC Manual of Information and all governing documents of this association.
• 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 the Panhellenic Easter Egg Hunt.
• Maintain correspondence with chapter community service and philanthropy chairs and hold roundtables when necessary.
• Perform all other duties as assigned.

Application Timeline:

October 3rd - Application becomes available.

October 19th - Applications are due by 4:30 pm to the Center for Student Involvement and Leadership in SU330.

Last week of October-First Week of November – Interviews if chosen. Interview signups will be sent out via email.

November 7th - Slate will be presented at the Panhellenic Council meeting.

November 14th - Candidates will give speeches and elections will be held and the Panhellenic Council meeting.

CONTINUE ONTO NEXT PAGE
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 on 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 Council Meetings, Panhellenic Executive Meetings, Retreat/Work Weeks, 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 28th, 2016
   b. Panhellenic Council Executive Board Retreat, TBD
   c. FSL Leadership Summit: January 20th - 22nd, 2017
   d. FSL Academy January 28th, 2017
   e. Association of Fraternal Leadership & Values Conference in Indianapolis February 2nd - 5th, 2017
5. Serve a term of office that runs December 1, 2016 – December 1, 2017.

___________________________________   _______________________
Signature       Date

Due Monday, October 19, 2016, by 4:30 p.m.
Please submit to the CSIL office, SU 330