

2012 Panhellenic Executive Board Application



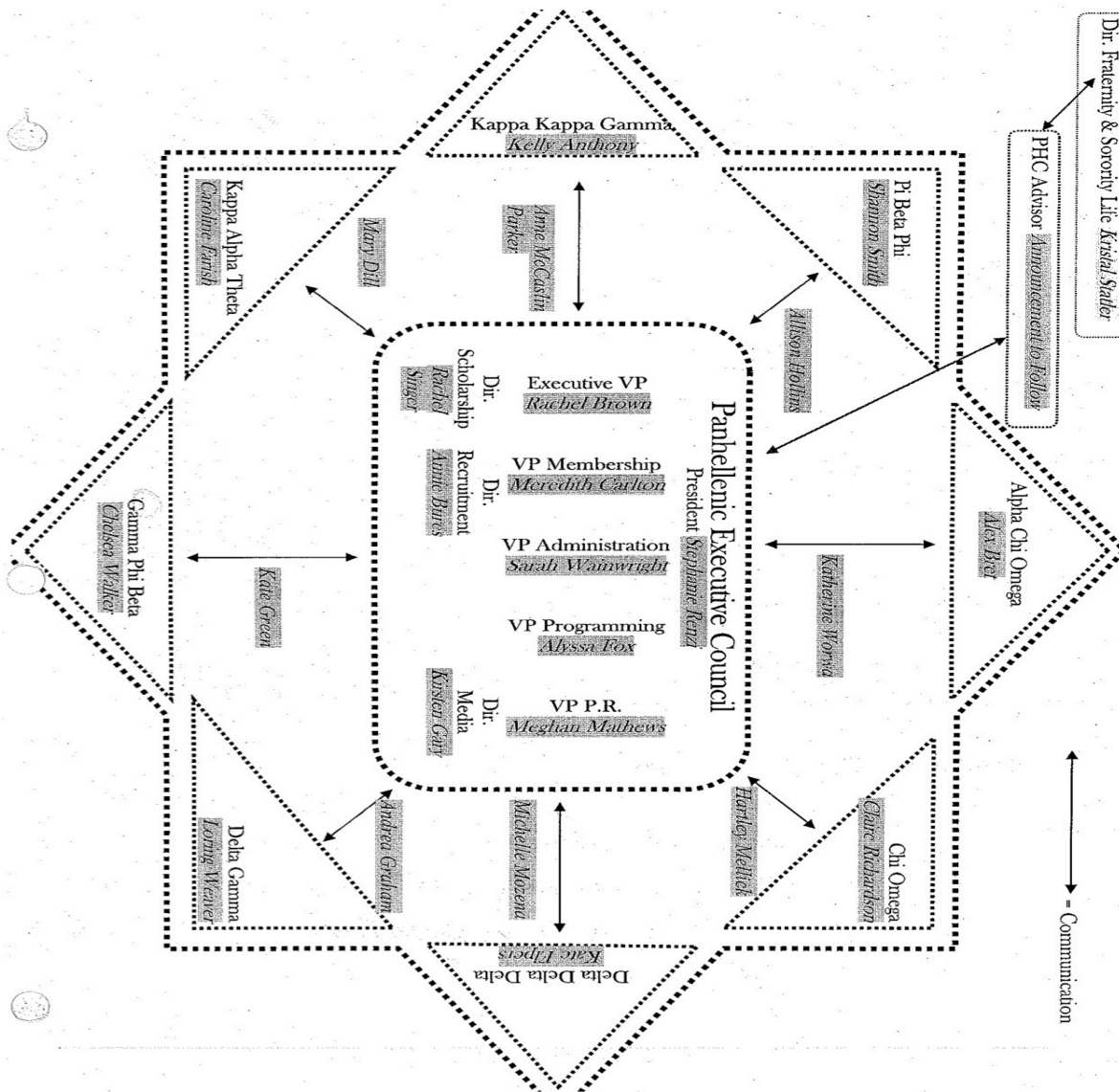
Application instructions:

- **Please submit completed applications to Stephanie Renzi at srenzi@smu.edu.**
- Applications are due **Monday, November 21st at Noon**. Please attach your resume.
- YOU MUST SIGN UP FOR AN INTERVIEW at <http://www.doodle.com/3khf9ktxwddapbxu>
 - If the time slot is **green**, it has already been taken – please choose an alternative time. An email confirmation will be sent to your SMU email account to confirm your interview time. Interviews will occur Wednesday, November 30th and Friday, December 2nd
- Please have your president fill out an evaluation form and return it to Ashley Meredith. **You will NOT be able to interview unless Ashley has received this evaluation.**
- If you have any questions, please contact Stephanie Renzi at srenzi@smu.edu.

*Panhellenic Constitution and Bylaws can be found online at www.smu.edu/fsl

What is the Panhellenic Executive Board?

The Panhellenic Executive Board is the governing body over the eight National Panhellenic Conference sororities at SMU. The nine members work in tandem with the Fraternity and Sorority Life staff and the chapter presidents and delegates to ensure the proper functioning of the Panhellenic community, as well as to promote unity between the chapters.





Panhellenic Executive Board Application

Name: _____

Sorority affiliation: _____ Major(s)/Minor(s): _____

Classification: _____ Cumulative GPA: _____

Phone: _____

Email: _____

Please answer the following on a *typed* separate sheet of paper:

1. Why are you interested in serving on the Panhellenic Council Executive Board?
2. What do you hope to accomplish as a member of the Panhellenic Council Executive Board?
3. Describe your goals and/or ideas for the position(s) for which you are applying.
4. What would be your greatest asset as a Panhellenic leader? Your greatest weakness?
5. Considering that members of the Panhellenic Executive Board must disaffiliate for the fall semester, how would you balance being a member of your individual chapter with the obligation to disaffiliate?

6. Will you have a position in your sorority during your term in office? Yes No

If yes, what is your position? _____

7. Will you have a job during your term in office? Yes No

If yes, how many hours a week will you work? _____

8. Do you plan on studying abroad before January 15th, 2013? Yes No

If yes, when? _____

9. Are you available for the following dates? Yes No

If no, please indicate which you will **not** be available for

- a. Panhellenic Executive Board meetings, Tuesdays @ 4pm
- b. Panhellenic Council meetings, Thursdays @ 4pm
- c. Panhellenic Training: Saturday, December 3rd, 2011
- d. Panhellenic Turnover: Thursday, January 19th, 2011
- e. Association of Fraternal Leadership Values (AFLV) West Conference
 - i. April 12-15, 2012 in Costa Mesa, California

Position(s) applying for (please rank any position you are interested in):

- _____ President
- _____ Executive Vice President
- _____ Vice President of Membership
- _____ Vice President of Programming
- _____ Vice President of Administration
- _____ Vice President of Public Relations
- _____ Director of Recruitment
- _____ Director of Scholarship
- _____ Director of Media

PANHELLENIC EXECUTIVE BOARD REGULATIONS

1. All positions on Panhellenic Executive Board will be filled through an application process.
2. All applicants must complete an application. The current Panhellenic President will compile all applications and the Panhellenic Advisor will approve them. All applications must be completed by the due date. Late applications will not be accepted.
3. To be eligible to apply for a position on the Panhellenic Executive Board one must have and maintain a 2.5 cumulative and semester grade point average.
4. Each chapter will be guaranteed one position on the Panhellenic Executive Board if at least three members from the chapter apply and interview.
5. It is recommended that the President has served on the Panhellenic Council for one year.
6. No more than two Vice Presidents may be women of the same sorority.
7. No more than three Panhellenic Executive Board positions may be filled by women from the same sorority.
8. The Vice President of Membership, Executive Vice President, and the incoming Panhellenic President positions must be filled by women from different sororities.
9. The Vice President of Membership and Director of Recruitment positions must be filled by women from different sororities.
10. The committee for selecting Executive Board Officers will consist of one representative from each chapter that has served on the outgoing Panhellenic Council and two representatives from the Executive Board. The outgoing Panhellenic President will serve as the Chair of the committee and will vote in the case of a tie. The advisor will have a voice, but not a vote.
11. Applicants may hold a minor office in their individual sororities, but may not serve on chapter Executive Councils or Boards. Contact the Panhellenic Advisor with any questions about what constitutes a minor position.

SMU Panhellenic Executive Board Position Descriptions

For all positions:

- Attention to details and strong organizational skills required
- Must be able to work under pressure and continually assist other Executive Board officers and the Panhellenic Advisor
- Must hold weekly office hours and attend all Executive Board and Council meetings
- Attend weekly meetings with Panhellenic Advisor
- Must be flexible and able to multi-task
- Know, abide by, and perform all duties in the SMU Panhellenic Constitution and Bylaws

President:

- Overall responsibility for the operation of the Panhellenic Council
- Call and preside at all regular and special meetings of the Council and Executive Board
- Preside at monthly roundtables with chapter presidents, recruitment chairs, and philanthropy chairs as needed
- Co-sign Panhellenic checks as needed
- Respond to all emails and requests in a timely fashion
- Serve as a member ex-officio of all Panhellenic Council committees
- Report as required to the NPC Area Advisor
- Serve on the Recruitment Counselor selection committee
- Serve as Vice Chair of the Judicial Board
- Keep an up to date President's file
- Give a "State of the Panhellenic" address at the All Panhellenic meeting
- Organize and preside at officer installation and new officer training
- Serve as Panhellenic representative at all SMU events and committees as needed
- Serve on SMU committees when a Panhellenic representative is needed

Executive Vice President:

- Perform the duties of the President in her absence, inability to serve, or at her call
- Serve as the chair of the Panhellenic Judicial Board
- Serve to coordinate programs for Women's History Month
- Responsible for all communication with alumnae Panhellenic Associations, NPC Area Advisor and the National Panhellenic Conference
- Serve on the Extension Committee
- Work closely with the chapter delegates
- Strong public speaker and leader, often speaking to large audiences; excellent communication skills and enthusiasm are essential
- Oversee Junior Delegate Program
- Oversee Sister Sorority Events
- Assist other Panhellenic officers and delegates in promoting sisterhood events and co-sponsored events between the sororities and the other Greek Councils
- Responsible for council morale; works to reinforce teamwork and support among Executive Board, presidents, delegates, and chapters

Vice President of Membership:

- Hold monthly roundtables with chapter Recruitment chairs
 - During the Spring, review and revise recruitment guidelines
 - During the Fall, prepare for recruitment events and Formal Recruitment
- Responsible for updating and enforcing Recruitment Guidelines
- Work to process and organize all the Potential New Members' registration information
- Extremely time intensive during the fall—must be willing to dedicate at least 10 hours a week
- Responsible for organizing all recruitment events
 - Fall Informal Recruitment Information Session
 - Fall Panhellenic Preview
 - Fall Information Sessions (at least 2)
 - Fall Panhellenic Ice Cream Social
 - Spring Formal Recruitment Week
- Serve on the Recruitment Counselor selection committee
- Oversee Director of Recruitment, ensuring the recruitment counselor program is effective
- Attend weekly Recruitment Counselor meetings during the fall
- During the fall, have weekly one-on-one meetings with Panhellenic Advisor
- Assist the Vice President of Public Relations with the Recruitment Booklet

Vice President of Programming:

- Be responsible for inter-sorority Panhellenic Programming, including Stand Up Stand Out, All Panhellenic Speaker in the spring and/or fall.
- Serve as a chair of philanthropy representatives whose purpose is to increase cultural and ethnic diversity within the Greek system
- Encourage chapter participation in inter-cultural and philanthropic activities and events
- Work with philanthropy chairs to fulfill community service requirements
- Responsible for working with the Relay for Life Board, as a liaison for Panhellenic
- Work with chapter philanthropy chairs to promote cooperative efforts and support for chapter philanthropies
- Help chapters complete community service requirements for Panhellenic
- Facilitate roundtables of the philanthropy chairs for the Panhellenic calendar and awards
- Coordinate SMU Panhellenic Peanut Butter and Jelly Project monthly, community service events throughout the semester, and other designated community service or philanthropy events
- Monitor each chapters' progress towards obtaining their community service hour goals
- Work with the Panhellenic and chapter officers to ensure that their programs are culturally sensitive and contribute to Panhellenic and each chapter's inter-cultural goals
- Plan and execute regularly scheduled meetings of the philanthropy representatives

Vice President of Administration:

- Be responsible for the preparation of the annual budget, and following its approval by the SMU Student's Association, provide a copy for each Panhellenic chapter
- Receive all payments due to the Panhellenic Council, collect all dues, and give receipts; pay the Panhellenic bills on time
- Send Panhellenic dues statements each semester to the financial officers of member chapters
- Attend Mandatory Organizational Meetings (MOM) each semester
- Maintain up to date financial records and give a financial report at the close of her term in office
- Fill out a signature form (through the comptroller's office) every semester for check signing privileges; the President Executive Vice President, Vice President of Administration, and Advisor should be on the check signature form
- Keep an up to date roll of the members of the Panhellenic Council
- Keep full minutes of all meetings of the SMU Panhellenic Association, the Panhellenic Council and a record of all action taken by the Executive Board; email these minutes to the Executive Board, presidents delegates, and chapter advisors each week
- Be responsible for the official correspondence of the Panhellenic Council
- Make room reservations for positions as needed
- Send up to date copies of the Constitution, Bylaws and Standing Rules to each chapter each year
- Serve as the office manager for Panhellenic and the Greek Office

Vice President of Public Relations:

- Be in charge of publicity for the Panhellenic Association, including:
 - Establishing a working relationship with the Daily Campus writers and editors
 - Producing the Panhellenic Recruitment Booklet for Potential New Members before AARO in July in consultation with and by approval of the Vice President of Membership and Director of Recruitment
 - Developing publicity for all Panhellenic Events
- Coordinate the Greek Picnic for Panhellenic
- Be the Panhellenic Executive Committee representative on the Greek Week Committee
- Grow and strengthen the reputation of the Panhellenic community at SMU
- Be the Panhellenic liaison to the Student Senate
- Coordinate Panhellenic calendars for the SMU administration
- Develop publicity for Panhellenic recognition to the outside community
- Responsible for advertising and public relations for all Panhellenic events
- Works to maintain a positive Panhellenic image through creative awareness such as t-shirts, specific events, and developing relationships with important persons and organizations

Director of Recruitment:

- Serve as the Director of the Recruitment Counselor Program
- Serve as an assistant to the Vice President of Membership; perform the duties of the Vice President of Membership in her absence, inability to serve, or at her call
- Oversee all aspects of the Greek Recruitment Counselor (Rho Gamma) program including selection, retreats and meetings
- Coordinate and compile Potential New Member Packet

- Communicate with Residence Life during Formal Recruitment week regarding Rho Gamma arrangements
- Assist the Vice President of Membership with Potential New Member orientation/information sessions
- Coordinate all Rho Gamma activities with the Vice President of Membership as part of the recruitment team
- Educate Rho Gammas for formal recruitment situations and for assisting the Potential New Members
- Coordinate food donations for formal recruitment
- Maintain Panhellenic web-based chapter management system through Interactive Collegiate Services (ICS)
- Fulfill other duties as assigned by the Vice President of Membership and Panhellenic President

Director of Scholarship:

- Serve as liaison between sorority faculty advisors and SMU Panhellenic
- Promote academic excellence
- Implement scholarship program to increase All Sorority GPA
- Plan and prepare Month of the Scholar events, including but not limited to Faculty Scholarship Dinners, Fondren Night In, and Panhellenic Study Break
- Develop a Faculty Newsletter at the end of each semester
- Work with chapter scholarship chairs to compile semester grades, Panhellenic statistics and planning of events
- Work with SMU faculty advisors, LEC, and SMU libraries
- Serve as liaison between sorority faculty advisors and SMU Panhellenic Association
- Develop and implement faculty advisor program for chapters, meeting regularly with faculty advisors
- Host scholarship roundtables twice a semester with scholarship chairs and advisors to exchange scholarship programming ideas and incentives
- Serve as coordinator/liason for NPC scholarship programs and rewards
- Receive nominations and distribute the monthly Outstanding Faculty Award

Director of Media:

- Responsible for creating and publishing the Panhellenic Press every week, which must be distributed to chapter houses before chapter on Mondays
- Remain in direct contact with the Panhellenic Executive Board members, presidents, delegates and other officers as needed to compile information for the Press
- Responsible for creating the monthly calendar “In the Know While You Go”
- Maintain Panhellenic website calendar and factual information
- Update and perform regular service on the Panhellenic section of www.smu.edu/fsl
- Assist technology chairs of member chapters to maintain websites linked with SMU’s Panhellenic website
- Assist members of the Executive Board with any computer related issues