

**WKU Panhellenic Officer Application**

**(Director of Diversity and Inclusion Application)**

**-2021-**

**Name:**

**Position(s):**

**Sorority Affiliation**:

**Class Standing:**

**Local Address:**

**Cell Phone Number:**

**WKU Email:**

**Please list:**

**Offices held in your chapter or on Panhellenic-**

**Offices held in other organizations-**

**Other involvement worth mentioning-**

**Please answer:**

* **What qualities do you have that you think complement this position (or positions)?**
* **What ideas do you have to strengthen Panhellenic? (Consider specific offices, programs, outreach, etc.)**

Please read and sign this page and turn it in with your application by emailing it to president.wkupanhellenic@gmail.com with “PAN Council App – Your Name” in the subject line by **Sunday, December 13th- no later than 11:59 p.m.**

**(There will not be interviews conducted for this position)**

**\*\*If selected as an officer, you will need to plan to attend a retreat with the outgoing Panhellenic Council. Details to come on the date and time. Please text Lucy Hubbs if you have any questions! (502-724-7050).**

**By signing this page, I agree to:**

-Maintain a GPA of 2.8 (cumulative).

 -To attend all Panhellenic meetings on Monday’s at 5:30.

 - To attend all Panhellenic Exec meetings

 -To attend and participate in Panhellenic sponsored activities.

 -Shall be an active member of my chapter and in good standing during my term.

-To attend the Panhellenic Officer Retreat

**And... I agree to carry out my duties as outlined in the position description in the WKU Panhellenic bylaws and standing rules. I understand that at any point, if I exceed the allowed amount of absences or do not fulfill my duties, I will be removed from the Panhellenic Council Executive Board position.**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Council Officers Descriptions-***

(See highlighted appointed position and role responsibilities)

**Executive Council (selected by the slate):**

* The President shall:
  + Have overall responsibility for the operation of Panhellenic Council
  + Preside at all meetings of the Panhellenic Council.
  + Preside at all meetings of the Executive Council.
  + Call special meetings
  + Appoint special committees and chairpersons.
  + Serve ex-officio a member of all Panhellenic Association committees.
  + Serve as a joint chairperson of Presidents’ Roundtables with the IFC & NPHC presidents
  + 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 Panhellenic Advisor, as well as the NPC Area Advisor.
  + Maintain current copies of the following: Western Kentucky 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.
  + Serve as a member of Recruitment Staff.
  + Complete CCWL (Coalition for Collegiate Women’s Leadership) registration, awards, and other documents related to the conference.
  + Perform all other duties as assigned.
  + Serve as a member of the Panhellenic Scholarship Selection Committee

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* The 1st Vice President shall:
  + Perform the duties of the president in her absence.
  + If for any reason the President is unable to complete her term of office, shall complete the term of President.
  + Be familiar with the NPC Manual of Information and all governing documents of this association.
  + Oversee all bylaw revisions and changes and edit the bylaws as needed.
  + Serve as chairman of the Judicial Board and maintain and utilize the Judicial Committee
  + Attend and serve as Panhellenic representative at Interfraternity Council and NPHC meetings.
  + Oversee programming for National Hazing Prevention Week
  + Perform all other duties as assigned.
  + Serve as a member of Recruitment Staff.
  + Serve as member of the Panhellenic Scholarship Selection Committee

* The 2nd Vice President shall:
  + Plan and organize a program for the Junior Panhellenic Delegates.
  + Plan and oversee weekly meetings and serve as the Election Commissioner of the Junior Panhellenic Council
  + Organize all New Member opportunities and activities (i.e. progressive dinner, philanthropy event).
  + Organize and oversee New Member Symposium and Olympics.
  + Serve as a member of Recruitment Staff.
  + Serve as a member of the Panhellenic Scholarship Selection Committee
* The Secretary shall:
  + Keep an up-to-date roll of the members of Panhellenic Council.
  + Take attendance at each meeting. This includes attendance for the chapters as well as the Council members.
  + Record minutes of all meetings of the Western Kentucky University Panhellenic Council and the Executive Council.
  + 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 Panhellenic Council Officers, chapter delegates, the Panhellenic Advisor, and the NPC Area Advisor.
  + Shall be familiar with the NPC Manual of Information and all governing documents of this association.
  + Assemble a Panhellenic Council contact list.
  + Serve as a member of Recruitment Staff.
  + Perform all other duties as assigned.

* The Treasurer shall:
  + Supervise the finances of the Western Kentucky University Panhellenic Association.
  + Prepare and present a proposed annual budget.
  + Provide a copy of the approved budget to each Western Kentucky University Panhellenic Association member fraternity.
  + 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 Western Kentucky University Panhellenic Association.
  + Maintain 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.
  + Handle all monetary transactions for the Panhellenic Council.
  + Make discretionary decisions about what the organization should or should not purchase in order to save money for high spending periods.
  + Be familiar with the NPC Manual of Information and all governing documents of this association.
  + Serve as a member of Recruitment Staff.
  + Perform all other duties as assigned.

* The Recruitment Director shall:
  + Direct all recruiting activities of Panhellenic members.
  + Maintain an ongoing evaluation of recruiting procedures.
  + Serve as chair of Recruitment Meetings with chapter Recruitment Chairs.
  + Oversee the education of recruitment staff for the week of recruitment.
  + Work with Panhellenic Council and the Executive Council to update Recruitment Rules each year
  + Ensure that all recruitment rules are being followed and understood by each chapter, recruitment staff member, and Gamma Chis
  + Oversee events and operation during recruitment week.
  + Design t-shirts for recruitment staff and potential new members.
  + Coordinate the potential new member orientation.
  + Design potential new members “Go Greek” buttons.
* The Gamma Chi Director shall:
  + Have previously served as a Gamma Chi at Western Kentucky University
  + Oversee the Gamma Chi selection process.
  + Plan and implement the Gamma Chi training process.
  + Oversee Gamma Chis during recruitment week.
  + Serve as a member of Recruitment Staff.
  + Design Gamma Chi t-shirts for recruitment.
  + Plan the Gamma Chi retreat.
  + Schedule each Gamma Chi’s location during recruitment week

**Appointed Officers (appointed by the new executive council):**

* The Publications Director shall:
  + Report directly to the Recruitment Director.
  + Create and design the Recruitment Book in conjunction with the Interfraternity Council Public Relations Director.
  + Coordinate picture with sororities and fraternities.
  + Oversee the maintenance and upkeep of the Panhellenic portion of the Greek Affairs website.
  + Document and record all major Panhellenic events.
  + Oversee filming/photography at various Greek events (Recruitment, Homecoming events, Greek Week events, New Member Olympics, New Member Symposium, Greek Leadership Symposium).
  + Assist in all publications.
  + Report directly to the Secretary.

* The Activities Director shall:
  + Oversee all Panhellenic Activities (Movie Night, service projects, philanthropic events, or IFC/Panhellenic social events).
  + Organize the transition dinner.
  + Supervise sister sorority activities and create pairings.
  + Assist 2nd Vice President in the planning of New Member Olympics.
  + Chair the Activities committee, if the director decides a committee is necessary.
  + Organize and plan the annual Panhellenic Pride Week with assistance from the Philanthropy Director, Panhellenic Council and Activities committee.
  + Coordinate the “Pan Trunk or Treat” event for families of the Bowling Green community
* The Public Relations Director shall:
  + Oversee all Panhellenic Council communications and social media accounts (Facebook, Twitter, Blog, etc.).
  + Submit press releases to the Herald about Panhellenic activities
  + Submit ads to the Herald during the year when the budget permits.
  + Report directly to the Secretary.
* The Scholarship Director shall:
  + Oversee and implement the scholarship program (i.e. meet with chapters about their programming and fulfilling their terms).
  + Organize the Scholarship Recognition Banquet in the spring semester.
  + Prepare study tips, stress management, and time management tips for Panhellenic.
  + Prepare information, programs, and incentives for sorority women to remain above the all-women’s average GPA on campus.
  + Maintain an active list of available scholarships at Western Kentucky University.
  + Assist Order of Omega with their programming efforts.
  + Oversee the scholarship incentive program as budget permits.
  + Serve as a member of the Panhellenic Scholarship Selection Committee
* The Circle of Sisterhood Director shall:
  + Serve as the liaison and point person for WKU’s Panhellenic Philanthropy, Circle of Sisterhood
  + Coordinate ongoing philanthropic efforts benefitting WKU’s Panhellenic philanthropy
  + Coordinate one Panhellenic-specific service project per semester
  + Serve as the President of the Circle of Sisterhood Club
* Director of Diversity and Inclusion
  + Serves as chair of Diversity and Inclusion Committee
    - Recommendation is to create this committee, possibly of delegates or of individuals Directors of Diversity and Inclusion or related officer position from each sorority.
  + Ensure Panhellenic is functioning in compliance to university guidelines
    - recommendation is to form a relationship and stay in communication with WKU Chief Diversity Officers: Michael Crowe and Molly Kerby.
  + Coordinate educational programs and discussions at least once a semester
    - Recommended opportunities are educational speakers coming to a Panhellenic meeting.
  + Promote diversity and inclusion related activities and events. Activities and events can be hosted by university student organizations, groups, departments or in the local community.
  + Attend all Panhellenic, IFC and NPHC meetings with the President or Panhellenic Council representative.