

**WKU Panhellenic Officer Application**

**(Recruitment Director 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 **Saturday, June 19- 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 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.