**2016-2017 Panhellenic Executive Council Application Packet**

By choosing to apply for an CPH Executive Council Position, you have chosen to make a difference in our Greek community and serve as a campus leader. It shows that you take pride in your Greek community and want to devote your efforts into elevating fraternity and sorority life on this campus. Candidates for office must have at least a 2.75 cumulative and semester grade-point average at the time of their nomination and election. Candidates for President must have a 2.75 GPA cumulative and semester grade-point average.

If you have any questions about the nomination process or about the positions themselves, please don’t hesitate to contact any of the current Panhellenic executive team members or the Greek Life Staff at 505.277.4706.

**Application Procedures/Deadlines**

* October 31th, 2016: Packets available to all interested candidates
* November 20th, 2016: Candidate Interviews and Creation of Slate
* November 21, 2016: Slate Approval
* December 5th, 2016 (Lobo B 4:30-5:30): Officer Installation and One on One Transitions

**Mandatory Dates**

The Panhellenic Council executive board has several time commitments that correspond with the duties of the position. The Greek Life staff and the women of the Panhellenic community of the University of New Mexico request that you be available for the specified dates below:

* January 21rd (2017) 9:00am to 11:00am: Mandatory Council Officer transitions
* February 4th (2017) 9:00am to 1:00pm: Leadership Summit
* April 6th-9th (2017) AFLV West Conference: **San Diego, CA.** Please be available to attend this conference during the aforementioned dates.
* Impending “All-Greek” Events - Be present and volunteer in coordination for all standards and mandatory “All-Greek” Events \*further information regarding these programs will be made available to you upon selection and at the conclusion of your officer transition.

**Elected Positions and Duty Descriptions**

**President**

* Be trained by her predecessor and shall train her successor;
* Have overall responsibility for the operation of the Council;
* Call and preside at all regular and special meetings of the Association, Council, and Executive Council;
* Serve as an ex-officio member of all Panhellenic Council committees with voice but no vote;
* Represent the Panhellenic Association and Council at UNM and community activities;
* Report monthly or more often as required to the National Panhellenic Conference Area Advisor, if contacted by the NPCAA;
* Cast the deciding vote in the case of a tie vote by the Council;
* Serve as a member of the Recruitment Team (including disaffiliation from one’s own chapter);
* Provide a year-end report to Greek Advisor documenting year’s activities and achievements and suggestions for the following year;
* Chair weekly Executive Council meetings;
* Have weekly meetings with a Greek Advisor;
* Perform all other duties usually pertaining to this office, not stated above.

**Vice President (Overall)**

* Be trained by her predecessor and shall train her successor;
* Performs the duties of president in her absence, inability to serve, or at her call;
* Be jointly responsible with the respective officers from IFC and MGC for the planning and implementation of the Greek New Member education program;
* Have overall responsibilities for chairs who focus on the topics of Public Relations, Community Service, and Campus Activities, Women’s Wellness, Social, and IFC/MGC Relations; including a weekly meeting with the chairs;
* Keep an updated copy of the UNM Panhellenic Association Constitution and Bylaws, and the National Panhellenic Council Bylaws in her binder;
* Be knowledgeable of the UNM Panhellenic Association Constitution and Bylaws, and the National Panhellenic Council Bylaws
* Chair all hearings dealing with alleged violations of the Panhellenic Constitution and Bylaws, NPC Policies and Procedures, and thereafter as needed;
* Shall plan at least, but not limited to, one educational every semester; and Greek New Member Summit can apply as the fall semester educational if needed;
* This officer shall not be disaffiliated for Recruitment, however in the case of a Recruitment Infraction, this officer is required to disaffiliate from her chapter to handle the matter properly; and
* Performs all other duties usually pertaining to this office, not stated above.

**Vice President of Scholarship**

* Be trained by her predecessor and shall train her successor;
* Have overall responsibility dealing with scholarship and academics;
* Provide resources to chapters regarding scholarship;
* Plan activities for Week of the Scholar each semester;
* Recognize those individuals and chapters who are academically successful;
* Oversee all duties of the Fundraising Chair;
* Oversee funding of the University of New Mexico Panhellenic Scholarship Fund; and
* Performs all other duties usually pertaining to this office, not stated above.

**Vice President of Administration**

* Be trained by her predecessor and shall train her successor;
* Keep an up-to-date roll of the members of the Panhellenic Council and call it at all Council meetings;
* Take complete minutes of all meetings of the Council, Executive Council and any other committees as requested by the Chairs of those committees;
* Distribute copies of all minutes to the members of the Council and Advisors;
* Maintain a complete and up-to-date file of minutes, correspondence and other pertinent information;
* Be responsible for all the finances of the Association, under the supervision of the Advisor;
* Distribute all billing for dues each semester, collect all dues, give all receipts, and receive all payments due to the Association;
* Maintain up-to-date financial records and report all pertinent financial information regularly;
* Be responsible for meeting the requirements of ASUNM funding, including preparing quarterly budget reports, attending workshops, and preparing and presenting the annual budget request;
* Facilitate annual revision of the constitution and bylaws every October.
* Perform all other duties usually pertaining to this office, not stated above.

**Vice President of Recruitment** *(This position includes a minimum of* ***5-10 hours per week in the summer*** *for recruitment preparation. This position must be available to coordinate Panhellenic recruitment the week of August 5th-August 16th).*

* be trained by her predecessor and the Advisor and shall train her successor;
* serve as Chair of the Recruitment Team and chair all meetings of the Recruitment Guides (Rho Gammas)
* be responsible for all matters related to Formal and Informal Recruitment (including disaffiliation);
* have overall responsibility, including selection and training, of the Recruitment Guides
* be responsible for reviewing and proposing the UNM Recruitment Code and submitting it to the Council for discussion and approval;
* be responsible for distributing copies of all pertinent Recruitment materials to the Recruitment Chairs of each member fraternity;
* present a full report at the close of each recruiting period, including recommendations, to the Council;
* bring plans for all recruitment activities to the Council for approval by chapters before their implementation;
* conduct a detailed evaluation of each recruitment activity in order to make a detailed report, including recommendations, at the conclusion of each recruitment period;
* oversee the planning and implementation of all recruitment activities; and perform all other duties usually pertaining to this office, not stated above.

 **Panhellenic Executive Board**

**Officer Application 2016**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year in School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Sought: \_ (All positions are open) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cumulative GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please answer all questions as completely as possible and type your answers on a separate piece of paper.***

1. Why are you applying for a Panhellenic Executive Office?
2. What do you identify as your strengths?
3. What previous involvement do you have with Panhellenic?
4. What new ideas do you have for Panhellenic for the next semester?
5. What are your ideas for fostering Panhellenic relationships?

By signing below, I give permission for the Greek Life Office to verify my grade point average

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNM ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applications are due November 11th, 2016 by noon by email to hannahglasgow@unm.edu or Student Activities Center.

**Interviews will be held on November 13th, 2016 in the Cherry/Silver Room (SUB) between 1:00 and 5:00 PM.**

**If you cannot attend at this time, please let the Panhellenic President know by emailing her at** **hannahglasgow@unm.edu.**