

2019 Panhellenic Council Executive Board Application Packet

Congratulations on making the decision to apply for an Executive Board position on UNM's Panhellenic Council! By making this decision, you have shown you want to make a difference in the Panhellenic Community, the Greek Community and the UNM Campus. Please be sure to read through the entire application packet prior to submitting. In this packet you will find the expectations and requirements of all Panhellenic officers and deadlines for submission. If you have any questions about the application or selection process, please contact the current Panhellenic President, Makaila Goodart (mjgoodart@unm.edu) or the Panhellenic Advisor, Chris Brooks (brooksc@unm.edu or 505-277-4706.)

Application Procedures/Deadlines

- October 15, 2018: Application packets will be sent to Chapter Presidents, will be available at greeks.unm.edu and in the Student Activities Center
- November 2, 2018: Completed applications due to Student Activities Center by 5:00pm
- November 18, 2018: Candidate Interviews with Slating Committee (Candidates will schedule an interview time when they submit their application)
- November 19, 2018: Slate is presented to Panhellenic Council, Delegates present to chapters
- November 20, 2018 by 5:00pm: Chapter Delegates email Council President with the chapters affirmation of slate

Slating Committee

The slating committee is composed of Chapter Presidents and the current executive board. If any member of the slating committee is running for an executive position, they cannot serve on the slating committee. If a Chapter President is unable to serve on the slating committee, the chapter's Panhellenic Delegate should serve in her place.

Eligibility (from the PHC Bylaws)

- a. All members of groups holding regular membership in the Association shall be eligible for elected office as long as they meet the other requirements stated herein.
- b. A new member group of the Association shall have been a member for one calendar year before its members are eligible to hold Panhellenic office.
- c. Candidates must be able to serve the entire term of their office and be willing to attend officer training and transition events to be eligible.
- d. Candidates may not schedule conflicting events or appointments during regular Panhellenic meeting times (i.e. class, work, internships, etc.).
- e. Candidates for office must have a cumulative grade point average of 2.75 or higher at the time of their nomination. Current officers must maintain a cumulative and semesterly 2.75-grade point average or higher to remain in office.

Expectations of all elected Council Officers

Any woman running for Panhellenic Office must be able and willing to meet the following expectations beyond the responsibilities outlined in the officer descriptions:

- November 26 @ 4:00pm – Officer Transitions with outgoing officers
- December 3 @ 4:00pm – Officer Installation for all Greek Councils
- January 19 (All-Day, exact times TBD) – Executive Council Retreat for all councils
- Must be present at any All-Panhellenic Events throughout the year
- Must be present at Fraternity & Sorority Life Orientation (formerly known as New Member Summit)
- Hold either weekly office hours or host round tables 2x semester with members of your own council
- Attend once per month Tri-Council Executive meetings, time and location TBD
- Must attend other events as requested by Panhellenic President or the Office of Fraternity and Sorority Life with at least 2 weeks' notice provided

Elected Positions and Duty Descriptions from Panhellenic Bylaws

1. **PRESIDENT.** *(Also expected to meet weekly with the Panhellenic Advisor while school is in session and as needed throughout summer and academic breaks; must be available during all recruitment events; also be required to attend a weekly Tri-Council Presidents' meeting at a time set by all three Councils and Advisors.)*
 - a. Be trained by her predecessor and shall train her successor;
 - b. have overall responsibility for the operation of the Council;
 - c. call and preside at all regular and special meetings of the Association, Council, and Executive Council;
 - d. serve as an ex-officio member of all Panhellenic Council committees with voice but no vote;
 - e. represent the Panhellenic Association and Council at UNM and community activities;
 - f. report monthly or more often as required to the National Panhellenic Conference Area Advisor, if contacted by the NPCAA;
 - g. cast the deciding vote in the case of a tie vote by the Council;
 - h. serve as a member of the Recruitment Team (including disaffiliation from one's own chapter);
 - i. chair weekly Executive Council meetings;
 - j. have weekly meetings with the Greek Advisor; and
 - k. Perform all other duties usually pertaining to this office, not stated above.
2. **VICE PRESIDENT (Overall).**
 - a. Be trained by her predecessor and shall train her successor;
 - b. performs the duties of the president in her absence, inability to serve, or at her call;
 - c. be jointly responsible with the respective officers from IFC and MGC for the planning and implementation of the Greek New Member education program;
 - d. Act as a liaison between the IFC and MGC councils
 - e. Further better communication between the sorority and fraternity systems
 - f. keep an updated copy of the UNM Panhellenic Association Constitution and Bylaws, and the National Panhellenic Council Bylaws in her binder;
 - g. be knowledgeable of the UNM Panhellenic Association Constitution and Bylaws, and the National Panhellenic Council Bylaws
 - h. chair all hearings dealing with alleged violations of the Panhellenic Constitution and Bylaws, NPC Policies and Procedures, and thereafter as needed;
 - i. shall plan at least, but not limited to, one educational program every semester;
 - j. Performs all other duties usually pertaining to this office, not stated above.

3. VICE PRESIDENT SCHOLARSHIP.

- a. Be trained by her predecessor and shall train her successor;
- b. have overall responsibility for dealing with scholarship and academics;
- c. provide resources to chapters regarding scholarship;
- d. plan activities for Week of the Scholar each semester;
- e. recognize those individuals and chapters who are academically successful;
- f. oversee funding of the University of New Mexico Panhellenic Scholarship Fund; and,
- g. plan and implement one scholarship fundraiser per semester with a goal of raising \$300;
 - o If \$300 is not raised, the chair must plan additional events to achieve this semesterly goal.
 - o All chapters should be notified of the fundraisers at least one month in advance.
- h. Perform all other duties usually pertaining to this office, not stated above.

4. VICE PRESIDENT OF ADMINISTRATION.

- a. Be trained by her predecessor and shall train her successor;
- b. keep an up-to-date roll of the members of the Panhellenic Council and call it at all Council meetings;
- c. take complete minutes of all meetings of the Council, Executive Council and any other committees as requested by the Chairs of those committees;
- d. distribute copies of all minutes to the members of the Council and Advisors;
- e. maintain a complete and up-to-date file of minutes, correspondence and other pertinent information;
- f. be responsible for all the finances of the Association, under the supervision of the Advisor;
- g. distribute all billing for dues each semester, collect all dues, give all receipts, and receive all payments due to the Association;
- h. maintain up-to-date financial records;
- i. give a report of all pertinent financial information at each regular meeting of the Council and an annual report at the close of her term of office;
- j. be responsible for meeting the requirements of ASUNM funding, including preparing quarterly budget reports, attending workshops, and preparing and presenting the annual budget request
- k. Maintain and regularly update Panhellenic social media accounts:
- l. Present an annual report to the council regarding the public relations actives and image of UNM Greek Community
- m. Perform all other duties usually pertaining to this office, not stated above

5. VICE PRESIDENT OF RECRUITMENT. *(This position will need to be available, in-person, throughout the summer for recruitment preparation, Rho Gamma training, various tabling opportunities and regular meetings with the Panhellenic Advisor; must be available for all recruitment dates; Not required but suggested that this position be held by someone living locally in the summer.)*

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

6. VICE PRESIDENT OF PROGRAMMING.

- a. Be trained by her predecessor and shall train her successor
- b. Oversee all council operations relating to Community Service
 - o Must plan at least one, but not limited to one community service project a semester.
- c. Maintain be a regular weekly contact with the IFC and MGC President
 - o Must have a bi-weekly report of upcoming events or any other important and pertinent information
- d. Responsible for planning at least one non-alcoholic social event each semester for the association.
- e. Responsible for informing the council and delegates about upcoming campus events.
- f. Facilitate annual revision of the Constitution and Bylaws every October.
- g. Oversee that Constitution and Bylaws are given to the Student Activities Center
- h. Perform any other duties usually pertaining to this office, not stated above

Panhellenic Executive Board Officer Application 2019

Full Name: _____ UNM ID #: _____

Chapter Affiliation: _____ Cumulative GPA: _____

Phone Number: _____ Email Address: _____

*Please answer each question completely. You may type your responses and attach if you would like. If you choose to
handwrite, please write as legibly as possible.*

1. Which position(s) are you applying to be considered for? (If applying for multiple, please indicate using #s1-6 how you would prioritize your application.)

_____ President

_____ Vice President

_____ Vice President of Administration

_____ Vice President of Programming

_____ Vice President of Recruitment

_____ Vice President of Scholarship

2. Why are you applying for Panhellenic Executive Office?

3. What do you identify as your strengths?

4. What previous leadership experience do you have in your chapter or on-campus?

5. Outside of your chapter and Panhellenic, please describe your campus involvement.

6. Considering your top three officer positions selected above, what are some ideas/goals you have for each position to improve Panhellenic Council for the next year? How would you go about accomplishing those ideas/goals?

7. What are your ideas for fostering Panhellenic relationships?

8. What are your ideas for fostering relationships throughout the entire Greek Community?

9. What does inclusion mean to you and what are some specific ideas you have for improving inclusivity in your own council and across the entire Greek Community?

10. The core values/pillars of the UNM Greek Community are Scholarship, Friendship, Leadership and Service. Please pick one of these core values and describe how you think the community is doing in that area and how the community can improve.

By signing below, I agree to fulfill all of the expectations of the position(s) I am applying for. I am also acknowledging the required dates and commitments I make as a part of this application. If at any time I decide I am unable to complete the duties of the office I am applying for, I agree to withdraw my name from consideration. My signature also serves as a release for the Office of Fraternity & Sorority Life to check my academic standing, registration status and GPA.

Signature: _____ Date: _____

UNM ID: _____

Applications are due November 2, 2018 at 5:00pm in the Student Activities Center. Late applications will not be accepted. All application materials including supporting materials from your Chapter President.

Panhellenic Executive Board Officer Application 2019 Chapter President Affirmation

It is the responsibility of the applicant to have this form completed by their chapter president. It should be turned in at the same time as the rest of the application.

Applicant Name: _____ Chapter Affiliation: _____

Chapter President,

The above named applicant is applying for an Executive Position for the 2019 Panhellenic Council. Please complete the following information and return to the applicant to submit with their application. Applications are due November 2, 2018 at 5:00pm. Late submissions will not be accepted so please return this to them in a timely fashion.

President Name: _____

President Phone Number: _____ President Email Address: _____

How long has the applicant been an active member of your chapter? _____

According to your chapter's standards, is this applicant in good standing? (Including finances, conduct, grades, etc.)

_____ Yes

_____ No

If no, please explain to the extent you are able.

By signing below, I affirm the information above and support the applicant in their application to the Panhellenic Executive Committee.

Signature: _____ Date: _____

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