2017-2018 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

- November 6th, 2017: Packets available to all interested candidates
- November 19th, 2017: Candidate Interviews and Creation of Slate
- November 20th, 2017: Slate Approval
- November 27th, 2017: Officer Transitions
- December 4th, 2017: Officer Installation

Mandatory Dates (Exec Only)
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:

- February 24th or March 24th (2018): Leadership Summit
- 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 6th-August 15th).
• 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.
Public Relations/ Social Chair
- meet regularly with the Vice President;
- be responsible for all forms of publicity regarding the Association;
- work closely with the Executive Council and all committees;
- write and release a press release about Panhellenic events or other positive marketing at least once a semester;
- maintain and regularly update Panhellenic social media accounts;
- educate the council about positive marketing on social media;
- maintain an up-to-date listing of all media contacts, including radio and television contacts, and story representatives from the DAILY LOBO and any other pertinent contacts;
- maintain regular contact with the IFC Public Relations Chair and the MGC Public Relations Chair;
- plan AT LEAST ONE event each semester for Panhellenic women;
- present an annual report to the council regarding the public relations activities and image of the UNM Greek community; and perform any other duties usually pertaining to this office.

Community Service/ Fundraising Chair
- meet regularly with the Vice President
- meet regularly with Vice President of Scholarship;
- plan AT LEAST ONE event a year benefitting Panhellenic’s philanthropy, Circle of Sisterhood.
- plan and implement AT LEAST ONE scholarship fundraiser per semester with a goal of raising $300;
- present a report to the council at the end of her term including recommendations; and
- perform all other duties usually associated with this office, not stated above.

IFC&MGC Liaison/ Campus Activities Chair
- meet regularly with the Vice President
- plan AT LEAST ONE event each semester for Panhellenic women
- Attend all scheduled meetings held by the IFC and MGC councils, reporting any upcoming events and activities that relate to the Panhellenic Council
- Inform council of events that are happening on campus
- perform any other duties usually pertaining to this office, not stated above

Women’s Wellness Chair
- Meet regularly with the Vice President
- Responsible for promoting a healthy lifestyle for Panhellenic women
- Plan AT LEAST ONE event each semester for Panhellenic women
- Works with various organizations to educate Panhellenic women about healthy life choices
- Documents any activities or information they acquire over their term
- Perform any duties usually pertaining to this office, not listed above.
Panhellenic Executive Board Officer
And Chair Position Application 2017

Name: ____________________________  Year in School: ________________
Chapter Affiliation: __________________  Position Sought: ___ (All positions are open)

Phone Number: ____________________  Email Address: ____________________  Cumulative GPA: ____________________

Are you applying for an exec position, chair, or both? ______________

*Please answer all questions as completely as possible and type your answers.*

1. Why are you applying for a Panhellenic Executive Office/ Chair Position?

2. What do you identify as your strengths?

3. What previous leadership positions have you held?

4. What new ideas do you have for Panhellenic for the next semester?

5. What are your ideas for fostering Panhellenic relationships?

6. Will you be able to attend every Monday Meeting at 4pm?

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

Signature: ____________________________  Date: ____________________________

UNM ID: ____________________________

Chapter President Signature: ____________________________ (for good standing with chapter)

Applications are due November 17th, 2017 by 5pm to the Student Activities Center.
Interviews will be held on November 19th, 2017 in the Cherry/Silver Room (SUB) between 12:00 and 8:00 PM.
If you cannot attend at this time, please let the Panhellenic President know by emailing her at knicholson@unm.edu.