

Baker University
Panhellenic Council
Executive Board Application

Name: _____
Email: _____
Phone: _____
Chapter: _____

Please answer the following questions. The answers should not exceed one page in total length.

1. List the position(s) that you are applying for in order of preference with 1 being the most preferred explain why you feel you are best suited for this position.

_____ President
_____ Executive Vice-President
_____ Vice-President of Communications & Operations**
_____ Vice-President of Community Outreach & Scholarship**
_____ Vice-President of Recruitment
_____ Assistant Vice-President of Recruitment

**These are the only positions open for new member application. All others require at least one year as a member of the Baker University Greek Community.

2. Why do you want to be a member of Panhellenic Council Executive Board?
3. Attach a current résumé.

I, _____ (please print), do hereby confirm that the information I have provided in this application is correct and true. Furthermore, I give my permission to make this completed application available to the public. I also give my permission that the Office of Student Life, in conjunction with the Panhellenic Council, may verify my cumulative GPA is above the 2.75 minimum requirement needed to run for office.

Signature: _____ Date: _____

Important Additional Information

*Attach this letter to the front of your completed application

*Applications are to be returned to Jennifer Letner, Fraternity/Sorority Life Coordinator, by Thursday, November 10 at 3 p.m.

*Mark your calendar for Thursday November 10 at 9:00 pm. We will be holding the interviews at this time. The interviews will be conducted on a first come, first serve basis. Once your application is submitted, you will be emailed regarding the location of the interview.

If you have any questions please contact:

Jennifer Letner, Fraternity/Sorority Life Coordinator, at Jennifer.letner@bakeru.edu, or
Erica Vest, Panhellenic President, at ericalvest@stu.bakeru.edu.

Panhellenic Council

Officers

Executive Members Limits of Authority

- 1) Each officer of the Council has one vote in the Officer Council meeting and no vote during the Regular Panhellenic Council meeting.
- 2) The members of the Panhellenic Council are each bound to serve the overall fraternity and sorority community first and their individual chapter second while in office.
- 3) Council Officers cannot vote for their individual chapters if the Chapter Delegate is absent, and they cannot be counted as part of the quorum for any full Council meetings.
- 4) No chapter president will be allowed to serve as an officer of the Panhellenic Executive Council at a coinciding time.

General Duties of All Council Members

- 1) Attend all Panhellenic Council meetings (roundtables, committees, special meetings, etc.).
- 2) Serve a minimum of 1 office hour per week in the Office of Greek Life to work on Panhellenic Council activities.
- 3) Attend meetings with Greek Advisor, Interfraternity Council, and National Panhellenic Council counterparts on a consistent and regular basis.
- 4) Transition the incoming officer into one's appropriate position.
- 5) Keep an up-to-date file of all activities and duties pertaining to the particular office.
- 6) Disaffiliate and assist during formal Recruitment.
- 7) Work jointly and have an open relationship with the Interfraternity Council and National Pan-Hellenic Council.
- 8) Attend and participate in regional conferences as appropriate.
- 9) Two absences from Regular Council meetings, special meetings, or other meetings as required without an excuse submitted in advance to the President and a delegate sent in replacement will result in the termination of an office.
- 10) Maintain a 2.75 cumulative grade point average.
- 11) Any other breaches of these obligations or other criteria deemed appropriate could result in termination of the office by 2/3 vote of the Executive or Legislative Council.

Officers and Duties

The Executive Council shall consist of the offices listed below, and they will decide the policies of the Council with the approval of the Legislative Council.

President

Duties include, but are not limited to the following:

- 1) Facilitate operation and maintain awareness of the Council.
- 2) Call and preside at all regular and special meetings of the Panhellenic Council.
- 3) Act as a spokesperson for the Council and the sorority community.
- 4) Serve as an ex-officio member of each committee.
- 5) Facilitate regular sorority chapter presidents' meetings.
- 6) Co-facilitate all chapter president roundtables, as necessary.
- 7) Organize sorority chapter presidents meetings in regards to guest speakers and educational programs.
- 8) Maintain positive communication with Baker University officials.
- 9) Release information to Baker University President, Dean of Student Development, and other administrators regarding the efforts of the sorority community.
- 10) Other duties as assigned.

Executive Vice-President:

Duties include, but are not limited to, the following:

- 1) Perform the duties of the President in her absence, inability to serve, or at her call.
- 2) Maintain oversight of Vice-Presidents.
- 3) Serve as the Parliamentarian at Council meetings.
- 4) Annually review and update the Panhellenic Council Constitution and By-Laws, as necessary.
- 5) Receive and present any requests for changes or amendments to the Constitution and/or By-Laws of the Panhellenic council to the Council.
- 6) Educate Council members and chapters on Roberts Rules of Order.
- 7) Facilitate alcohol awareness educational programs in the sorority community.
- 8) Coordinate non-alcoholic events.
- 9) Coordinate a semi-annual Risk Management Retreat.
- 10) Other duties as assigned.
- 11) Serve as the Co-Chair of the Judicial Board.
- 12) Educate member chapters about the judicial process.
- 13) Coordinate Judicial Board hearings and train all Judicial Board Justices, as needed.
- 14) Annually review and update the Judicial Board Manual.
- 15) With the help of the Vice-President of Communications & Operations, create an end-of-semester report outlining the activities of the Judicial Board over the past semester in preparation for meetings with all members of the Interfraternity Council and Panhellenic Executive Council, the Greek Advisor, and the Dean of Students to present the accomplishments of the Interfraternity Council and Panhellenic Council over the past semester.

Vice-President of Communications & Operations

Duties include, but are not limited to, the following:

- 1) Organize meeting agendas for Council meetings.
- 2) Create and maintain a comprehensive events calendar.
- 3) Be responsible for all the finances of Panhellenic Council.
- 4) Prepare a budget that is approved by the Greek Advisor and the chapter delegates
- 5) Review budget quarterly.
- 6) Receive all payments, collect chapter dues and assessments, pay all bills promptly, and give receipts.
- 7) Inform the officers as to the status of their budgets on a monthly basis.
- 8) Plan and facilitate officer installation.
- 9) Compile end-of-semester Council report.
- 10) Assist in developing and coordinating all marketing materials for sorority recruitment.
- 11) Disseminate current issues to members of the sorority community via e-mail, newspaper, flyer, or other methods.
- 12) Hold regular meetings with chapter public relations chairs to assist individual chapters with their public relations campaigns.
- 13) Develop and update the Greek life bulletin board and website.
- 14) Other duties as assigned.

Vice-President of Recruitment

Duties include, but are not limited to, the following:

- 1) Plan and facilitate formal and informal recruitment events.
- 2) Prepare a presentation for students during orientation sessions.
- 3) Facilitate regular chapter recruitment chair meetings and coordinate plans of all chapter recruitment chairs.
- 4) Organize summer mailings or email
- 5) Reside in Baldwin City or surrounding area during the summer to coordinate the registration of guests for the formal recruitment process.
- 6) Meet with the Vice-President of Communications and Operations to fully assess and develop a comprehensive public relations campaign.
- 7) Other duties as assigned.

Assistant Vice-President of Recruitment

Duties include, but are not limited to, the following:

- 1) Coordinate the selection process of the Recruitment Counselors (Gamma Chis).
- 2) Coordinate the training of the Recruitment Counselors (Gamma Chis).
- 3) Oversee the functions of Recruitment Counselors (Gamma Chis) during the recruitment process.
- 4) Assist Vice-President of Recruitment with assigned tasks.

Vice-President of Community Outreach and Scholarship

Duties include, but are not limited to, the following:

- 1) Meet regularly with chapter philanthropy and community service chairs in order to:
 - a. Assist in the organization and execution of chapter and community philanthropy events.
 - b. Assign post-evaluation forms to gauge effectiveness and profitability of the events.
- 2) Educate chapter representatives on upcoming community service opportunities.
- 3) Organize sorority community philanthropy and community service events.
- 4) Plan and execute regular meetings with chapter educational programmers and scholarship representatives
 - a. Facilitate open discussion pertaining to academic progress of member chapters and the sorority community as a whole.
 - b. Suggest ways intended to improve the grade point averages of member chapters.
 - c. Collect scholarship information from chapters pertaining to plans and methods of raising collective grade point averages.
 - d. Set realistic goals for academic progress in the sorority community.
 - e. Distribute semester reports of academic progress.
- 5) Plan and execute unity events throughout the year that encourage Panhellenic interaction.
 - a. This would include organizing and executing the Bid Day Bash
 - b. Creating and implementing non-alcoholic alternative weekend activities.
 - c. Organizing Progressive Dinners