**Junior Panhellenic Council Application**

**Application Due:** Monday, March 25th, 2019 at 4 p.m. by email to kyleemcguigan@gmail.com with the subject line “Junior Panhellenic Council Application”

**\*Please note this position is for Spring 2019 & Fall 2019\***

The 2019 Junior Panhellenic Council will be made up of members from each chapter, and the council will meet bi-weekly or monthly with the Executive Vice President of the Panhellenic Council. Those who are interested in running for a position on their chapter’s executive board, would like to get experience in the Panhellenic community outside of their own chapter, or are considering running for a position on the Panhellenic Executive Board, are highly encouraged to apply. Junior Panhellenic is a great way to meet new people and make new friends within the community. The council will have the chance to shadow Panhellenic Executive Board members and help plan and participate in various Panhellenic events.

**Name:**

**Sorority:**

**Year:**

**Major:**

**Email (preferably gmail):**

**Phone Number:**

1. **Why are you interested in joining Junior Panhellenic?**
2. **What ideas do you have for the position?**
3. **Please list and describe previous or current leadership positions you’ve held in your chapter and outside of your chapter.**
4. **How/why do you work well with others?**
5. **Have you had experience planning events? If so, please describe how you were able to execute your plans. If not, please explain how you would go about planning an event.**
6. **Do you have any extra skills that would be beneficial to Junior Panhellenic?**
7. **Between the different positions on Panhellenic, which one(s) would you be most interested in shadowing/working with and why? Please explain. (Duties of each position can be found attached below.)**
8. **If selected, are you willing to attend biweekly or monthly meetings and to uphold all the responsibilities that come with holding a position on the Junior Panhellenic Council?**

**Duties of Officers of the Panhellenic Executive Council**

**A. DUTIES OF THE PRESIDENT:**

a. Call and preside at all meetings of the Panhellenic Association Executive Board.

b. Call and preside at all Panhellenic Meetings, including President’s Council and Delegates Meetings.

c. Review, approve, and sign all contracts involving The Pennsylvania State University Panhellenic Association.

d. Report as required to the National Panhellenic Conference Area Advisor.

e. Maintain a complete and up-to-date President’s file which will include a copy of the current Pennsylvania State University Panhellenic Association Constitution, Bylaws and Standing Rules; the current Panhellenic Association Budget; the current NPC Manual of Information and related materials; current correspondence and materials received from the NPC Area Advisor and copies of the College Panhellenic Reports to the Area Advisor, and other pertinent materials.

f. Review and approve all finances of the Panhellenic Association with the Panhellenic Vice President for Finance, the Associated Student Activities Office, and the Panhellenic Advisor.

g. Obtain from each officer a mid-year report, final report, and Primary Recruitment report containing a description of her activities in office and recommendations for future improvements.

h. Meet with each officer weekly to discuss updates.

i. Fill vacated offices by appointment with the approval of the Executive Board.

j. Speak to media and provide quotes on behalf of Panhellenic when deemed appropriate.

k. Meet regularly with the staff member in the Office of Fraternity and Sorority Life that is responsible for advising the Panhellenic Association.

l. Meet regularly and receive weekly updates from the Panhellenic UPUA representative through either written reports or one-on-one meetings.

m. Oversee the revision of the Constitution, Bylaws, Standing Rules, and Social Policies each year with the Panhellenic Executive Board, pending approval from the Panhellenic Association.

n. Meet with/determine which campus organizations to donate or sponsor with the help of the Vice President for Finance.

o. Serve as a constant representative of the Panhellenic community to the University community, willing and ready to collaborate with other student leaders and organizations on campus.

p. Oversee and communicate activities with UPUA representative and is responsible for weekly updates through either written reports or one-on-one meetings.

q. Maintain an up-to-date notebook and file with an account of all activities related to this office.

r. Perform all other duties pertaining to this office.

**B. DUTIES OF THE EXECUTIVE VICE PRESIDENT:**

a. Perform the duties of the President in her absence, inability to serve, or at her call.

b. Oversee PanPal events run by Panhellenic Delegates each semester.

c. Define Panhellenic Delegate education and plan a Panhellenic Delegate workshop to inform the Panhellenic Delegates of their duties as outlined in Article I.

d. Coordinate and oversee Junior Panhellenic Council.

e. Coordinate the logistics of the Panhellenic Association Executive Board installation ceremony.

f. Coordinate chapter visitations at the beginning of the spring semester.

g. Schedule all Executive Board, Delegates Council, Chairwomen, and Junior Panhellenic Council meetings.

h. Keep a complete and accurate list of all chapter representatives and their attendance at meetings.

i. Keep and distribute full minutes of all meetings of the Panhellenic Association Executive Board and Panhellenic Association, and keep a record of all action taken by the Panhellenic Association Executive Board.

j. Submit minutes to College Panhellenic Area advisor.

k. Coordinate Senior Farewell events or activities.

l. Coordinate Panhellenic Executive Board Elections.

m. Coordinate Panhellenic Pride Week in the fall.

n. Maintain the Panhellenic internal calendar and update the calendar regularly to include all Panhellenic events and meetings.

o. Perform all other duties pertaining to this office.

**C. DUTIES OF THE VICE PRESIDENT FOR STANDARDS:**

a. Be responsible for the interpretation of, the enforcement of, and education regarding the Panhellenic Association Constitution, Bylaws, Standing Rules, Social Policies, and Recruitment Policies, and any other governing documents and policies.

b. Coordinate the NPC judicial process for any Panhellenic infractions.

c. Responsible for the selection and training of the Judicial Board.

d. Review and manage the revision of the Constitution, Bylaws, Standing Rules, Social Policies, Recruitment Policies, and any other relevant policies annually and update as needed with the help of other pertinent officers.

e. Represent Panhellenic in all mediation matters regarding sorority chapters.

f. Process all violations of the Panhellenic Constitution and Bylaws, Recruitment Code of Conduct, and group violations of the Conduct Code as stated in The Pennsylvania State.

g. Work with chapter Risk Management and Social Chairs to proactively deal with all pertinent issues causing risk to our chapters and/or individual members.

h. Provide chapters with appropriate registration for all social events.

i. Work with the Interfraternity Council Executive Vice President and the two Vice Presidents for Standards on issues that pertain to the IFC and Panhellenic communities.

j. Collaborate with the Office of Student Conduct.

k. Work with the Office of Sorority and Fraternity Life Compliance Coordinators to develop training; monitor social registrations; assist the Compliance Coordinators; and act as a liaison between Student Affairs, Office of Fraternity and Sorority Life, and the Panhellenic chapters.

l. Meet with the Office of Sorority and Fraternity Life Compliance Coordinators and Student Conduct representatives to discuss risk and safety issues.

m. Perform all other duties pertaining to this office.

**D. DUTIES OF THE VICE PRESIDENT FOR MEMBERSHIP:**

a. Oversee and coordinate all Panhellenic Association Recruitment activities. This includes: Recruitment during the spring and fall semesters, and Continuous Open Bidding.

b. Appoint and oversee the Overall Recruitment Team in coordination with Vice President for Member Development.

c. Promote Panhellenic Recruitment.

d. Continuously assess and reevaluate the Panhellenic Recruitment program.

e. Work with the national organization of any colony and assist them in their Recruitment program.

f. Conduct an evaluation of all Panhellenic Recruitment procedures.

g. Meet regularly with member chapter Recruitment officers to discuss Panhellenic Recruitment rules and procedures.

h. Maintain an up-to-date notebook with an accurate account of all activities related to this office.

i. Hold a yearly review of the Penn State Panhellenic Recruitment Code of Conduct.

j. Coordinate a review of chapter total at the beginning of each semester in accordance with National Panhellenic Conference guidelines.

k. Meet regularly with the Office of Fraternity and Sorority Life Panhellenic Advisor.

l. Have strong organizational skills and the ability to handle multiple tasks at once.

m. Understand formal recruitment rules at both the campus level and the National Panhellenic level.

n. Perform all other duties pertaining to this office.

**E. DUTIES OF THE VICE PRESIDENT FOR COMMUNICATIONS:**

a. Contact regularly and work closely with all local media to promote Greek Life.

b. Create and execute innovative ideas for advertising and marketing the Panhellenic and Greek Councils in conjunction with the Interfraternity Council, National Pan-Hellenic Council, and Multicultural Greek Council.

c. Responsible for all social media development and executing branding and imaging campaigns through those mediums.

d. Coordinate advertisement materials for all specific Panhellenic events and general Panhellenic promotion.

e. Communicate regularly with other Panhellenic Executive Board officers to promote upcoming programs and events efficiently.

f. Maintain accurate directory information at all times for all chapter representatives, Panhellenic officers, Interfraternity Council officers, Multicultural Greek Council officers, National Pan-Hellenic Council officers, Greek Week Executive Board members, Greek Sing Executive Board members, Judicial Board members, Junior Panhellenic members, all other Panhellenic committee members, and other individuals as necessary.

g. Create and maintain all Panhellenic Google Groups.

h. Oversee submission of press releases to local media sources.

i. Oversee the maintenance of the Panhellenic website and social media accounts.

j. Serve as official correspondence of the Panhellenic Association.

k. Collaborate with Student Affairs Strategic Communications.

l. Maintain the Panhellenic website external calendar and update the calendar regularly to include all Panhellenic events and meetings.

m. Maintain an up-to-date notebook and file with an account of all activities related to this office.

n. Coordinate with the Vice President for Membership to develop the Recruitment Booklet.

o. Perform all other duties pertaining to this office.

**F. DUTIES OF THE VICE PRESIDENT FOR FINANCE:**

a. Distribute chapter invoices for various items including but not limited to: apparel, fines, event registration, etc.

b. Work with the Vice President for Membership and the Vice President for Member Development to create a budget for recruitment based on previous transaction reports

c. Receive all payments due to the Panhellenic Association, and collect all dues.

d. Assess the dues amount as needed.

e. Be responsible for the prompt payment of all bills of The Pennsylvania State University Panhellenic Association.

f. Maintain up-to-date financial records and financial reports throughout her term of office for each of the Panhellenic Association’s accounts.

g. Sit on the Board of Directors of the Nittany Co-Op.

h. It is necessary to build a relationship with the Nittany Co Op intern upon election and encourage Panhellenic Association Chapters’ membership in the Nittany Co-Op.

i. Act as an office manager to the Interfraternity Council, Panhellenic Association, National Pan-Hellenic Council and the Multicultural Greek Council office with the assistance of a representative from each of the councils above. Duties of the office manager include, but are not limited to: ordering office supplies, requesting University Park Allocation Committee (UPAC) funding for executive board conferences and institutes, maintaining records concerning the office computers, and contacting the service provider for the copiers as needed.

j. The newly-elected and most recent Panhellenic Vice President for Finance shall meet with the newly elected Interfraternity Council, National Pan-Hellenic Council, and Multicultural Greek Council Vice Presidents for Finance within two weeks of the latest council’s elections to review joint office expenses and determine an equitable division of expenses.

k. The newly elected and most recent Vice President for Finance shall formulate a budget for the upcoming fiscal year within the first three weeks of the following semester. This budget is subject to the approval of the newly elected Executive Board and it will be submitted to the Panhellenic Association for approval.

l. Present budget updates at all Council and delegate meetings.

m. Assist Panhellenic Association Finance Chairs with creating their own budget to keep track of their expenses throughout their term

n. Communicate with the Chapter Treasurers and have at minimum one meeting with them per semester.

o. Allocate donation funds for the Greek Sing Scholarship awarded in December.

p. Have a copy made of every form processed through Associated Student Activities and keep these copies organized in the Greek Life Office.

q. Process all reimbursements in a timely manner and receive a "Panhellenic Reimbursement Form" for all expenses.

r. Maintain an up-to-date notebook and file with an account of all activities related to this office.

s. Perform all other duties pertaining to this office.

**G. DUTIES OF THE VICE PRESIDENT FOR MEMBER DEVELOPMENT:**

a. Coordinate and oversee the selection and training process of Panhellenic Recruitment Counselors

b. Coordinate recruitment preparation program for all Panhellenic chapters in the Spring semester.

c. Promote Panhellenic Recruitment.

d. Coordinate and lead meetings and discussions with the Panhellenic new member educators.

e. Coordinate and work with the new member educators to brainstorm activities for the two weeks following formal recruitment.

f. Prepare new member educators in chapters participating in Continuous Open Bidding for the fall new member classes.

g. Maintain an up-to-date notebook and file with an account of all activities related to this office.

h. Perform all other duties pertaining to this office.

**H. DUTIES OF THE VICE PRESIDENT FOR PROGRAMMING:**

a. Appoint the Assistant Programming Chairwoman and Liaison for Greek Week and Greek Sing and oversee their respective duties.

b. Coordinate, plan and implement programming for chapters and provide inter-chapter development concerning the following topics (suggested but not limited to): alcohol awareness, diversity, sexual assault, eating disorders, and leadership education, antihazing, and other women’s issues.

c. Coordinate and execute National Panhellenic Conference Badge Day.

d. Plan and coordinate National Hazing Prevention Week in the fall.

e. Plan and coordinate Month of the Scholar in February.

f. Evaluate and oversee all Scholastic efforts of the Panhellenic Association.

g. Maintain relations with Panhellenic alumni.

h. Oversee the Liaison for Greek Week and Greek Sing communicate about the activities of the Panhellenic Liaison for Greek Sing and Greek Week.

i. Maintain an up-to-date notebook and file with an account of all activities related to this office.

j. Perform all other duties pertaining to this office.

**I. DUTIES OF THE VICE PRESIDENT FOR COMMUNITY DEVELOPMENT:**

a. Responsible for organizing, coordinating, and executing at least one Greek community outreach activity per semester, including but not restricted to Spring Carnival, Spring Egg Hunt, Greek or Treat, and Holiday Village.

b. Responsible for planning at minimum one Panhellenic Day of Service each semester.

c. Responsible for sitting on planning committees when asked for other local non-profit events including but not limited to days of service, charity runs, community events.

d. Serve as a liaison between Panhellenic and the State College community by attending borough council meetings and Highland Civic Association meetings.

e. Serve as a member on the Council of Lionhearts and the Student Sustainability Council and carry out duties.

f. Serve as liaison to community service chairs in regards to Standards of Excellence procedures and provide chapters with possible service opportunity ideas, assist chapters in reaching Standards of Excellence community service hours, charitable contributions, and civic engagement requirements.

g. Responsible for coordinating and communicating community wide events with the other three Greek Councils.

h. Perform all other duties pertaining to this office.

**J. DUTIES OF THE VICE PRESIDENT FOR PHILANTHROPY:**

a. Serve as liaison between Panhellenic chapters in regards to all aspects of philanthropic efforts and philanthropy event planning.

b. Organize and coordinate Philanthropy Week, including assisting chapters in creating their respective event(s).

c. Create and execute a large-scale event at the end of Philanthropy Week.

d. Host as needed meetings with all Philanthropy Chairs.

e. Hold at least one one-on-one meeting with each Philanthropy chairs during each semester.

f. Train all Philanthropy chairs on CrowdChange and how to create CrowdChange event pages, work as the liaison between Panhellenic and CrowdChange.

g. Approve and edit all CrowdChange event pages created by individual chapters.

h. Maintain relationship with CrowdChange management.

i. Perform all other duties pertaining to this office.

**K. DUTIES OF THE VICE PRESIDENT FOR WELLNESS:**

a. Represent Panhellenic on the Sexual Violence Awareness Roundtable.

b. Represent Panhellenic on the Mental Health and Awareness Roundtable.

c. Serve as a facilitator for Greeks Care.

d. Plan and execute Women’s Empowerment Week (spring).

e. Plan and execute Wellness Week (fall).

f. Plan and execute programs each semester regarding women’s issues.

g. Work closely with CAPS and the Women’s Resource center as a liaison for the Panhellenic community.

h. Work with Stand For State to coordinate chapter involvement and serve as a facilitator.

i. Perform all other duties pertaining to this office.