

**The Pennsylvania State University Panhellenic Council**

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**Junior Panhellenic Council Application**

**Application Due:** Friday January 20th emailed to [andreamacedonia12@gmail.com](mailto:andreamacedonia12@gmail.com) with the subject line “Junior Panhellenic Application”

**\*Please note this position is for Fall 2016 only\***

The 2017 Junior Panhellenic Council will be made up of 1 girl from each sorority and the council will meet bi-weekly or monthly with the Executive Vice President of Panhellenic. Girls who are interested in running for a position on their sororities executive board or who would like to get experience in Panhellenic outside of their own sororities are highly encouraged to apply. Junior Panhellenic is a great way to meet new people and make new friends within the Panhellenic community. The council will have the chance to shadow a Panhellenic Executive Board member and help plan and participate in fun events like Panhellenic Pride Week, Badge Day, Spring Carnival, Greek Week, and Greek Sing, while gaining valuable leadership experience.

**Name:**

**Sorority:**

**Major:**

**Email (preferably gmail):**

**Phone Number:**

1. **Please list and describe any leadership positions currently or formerly held in and outside of your chapter. (This can include leadership activities in high school).**
2. **Why are you interested in joining Junior Panhellenic?**
3. **What ideas do you have for the position?**
4. **If selected, are you willing to attend biweekly or monthly meetings and to uphold all the responsibilities that come along with holding a position on the Junior Panhellenic Council?**
5. **How/why do you work well with others?**
6. **Between the different positions on Panhellenic, which would you be most interested in working with/being an assistant to, and why? Please explain. (Descriptions of Panhellenic positions can be found in the attached document)**
7. **What experience (if any) have you had planning events?**
8. **Do you have any extra skills that could be beneficial to Junior Panhellenic? (ex: photoshop)**

Duties of Panhellenic Officers

1. DUTIES OF THE PRESIDENT:
   1. Call and preside at all meetings of the Panhellenic Association Executive Board.
   2. Call and preside at all Panhellenic Meetings, including President’s Council and Delegates Meetings.
   3. Review, approve, and sign all contracts involving The Pennsylvania State University Panhellenic Association.
   4. Report as required to the National Panhellenic Conference Area Advisor.
   5. 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.
   6. 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.
   7. Obtain from each officer a weekly report, mid-year report, final report, and Formal Recruitment report containing a description of her activities in office and recommendations for future improvements.
   8. Fill vacated offices by appointment with the approval of the Executive Board.
   9. Meet regularly with the staff member in the Office of Fraternity and Sorority Life that is responsible for advising the Panhellenic Association.
   10. Meet regularly and receive weekly updates from the Panhellenic UPUA representative through either written reports or one-on-one meetings.
   11. 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.
   12. 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.
   13. 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.
   14. Oversee and communicate activities with UPUA representative and is responsible for weekly updates through either written reports or one-on-one meetings.
   15. Maintain an up-to-date notebook and file with an account of all activities related to this office.
   16. Perform all other duties pertaining to this office.
2. DUTIES OF THE EXECUTIVE VICE PRESIDENT:
   1. Perform the duties of the President in her absence, inability to serve, or at her call.
   2. Handle all Panhellenic Association inter-sorority development.
   3. Define Panhellenic Delegate education and plan a Panhellenic Delegate workshop to inform the Panhellenic Delegates of their duties as outlined in Article I.
   4. Coordinate and oversee Junior Panhellenic Council.
   5. Coordinate the logistics of the Panhellenic Association Executive Board installation ceremony.
   6. Coordinate chapter visitations at the beginning of the spring semester.
   7. Schedule all Executive Board, Delegates Council, Chairwomen, and Junior Panhellenic Council meetings.
   8. Coordinate Senior Farewell Ceremony.
   9. Coordinate Panhellenic Executive Board Elections
   10. Coordinate Panhellenic Pride Week in the fall
   11. Responsible for weekly updates through either written reports or one-on-one meetings with the Associate Vice President positions.
   12. Maintain an up-to-date notebook and file with an account of all activities related to this office.
   13. Perform all other duties pertaining to this office.
3. DUTIES OF THE VICE PRESIDENT FOR STANDARDS:
   1. Be responsible for the interpretation of, the enforcement of, and education regarding the Panhellenic Association Constitution, Bylaws, and Recruitment Code of Conduct.
   2. Coordinate the NPC judicial process for any Panhellenic infractions.
   3. Responsible for the selection and training of the Judicial Board.
   4. Review policies annually and update as needed with the help of other pertinent officers.
   5. Work with chapter Risk Management and Social Chairs to proactively deal with all pertinent issues causing risk to our chapters and/or individual members
   6. Distribute accurate amount of wristbands to all alcohol-free members and members over the age of 21.
   7. Provide chapters with appropriate registration for all social events and alcohol-free members
   8. Work with the Interfraternity Council VP Risk Management and VP Standards on issues that pertain to the IFC and Panhellenic communities.
   9. Perform all other duties pertaining to this office.
4. DUTIES OF THE VICE PRESIDENT FOR PROGRAMMING:
   1. Appoint the Assistant Programming Chairwoman oversee the activities pertinent to their position.
   2. Coordinate, plan and implement risk management programs 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, anti-hazing, and other women’s issues.
   3. Coordinate and Plan National Panhellenic Conference Badge Day.
   4. Evaluate all programming sponsored by the Panhellenic Association. Assist chapters with philanthropic and/or service efforts with the Philanthropy and Community Service Chairwoman.
   5. Plan and coordinate Having Prevention Week in the fall.
   6. Implement and oversee the Panhellenic Programming Incentive System to keep PHC chapters actively involved in programming and community service/philanthropy opportunities.
   7. Implement and oversee the Panhellenic Programming Registration to keep PHC chapters actively involved in programming and community service/philanthropy opportunities.
   8. Oversee and communicate activities with ARHS liaison and is responsible for weekly updates through either written reports or one-on-one meetings.
   9. Maintain an up-to-date notebook and file with an account of all activities related to this office.
   10. Perform all other duties pertaining to this office.
5. DUTIES OF THE VICE PRESIDENT FOR COMMUNITY DEVELOPMENT
   1. Is 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
   2. Is responsible for coordinating and communicating with the other three Greek Councils.
   3. Oversee and communicate the activities of the Associate Vice President of Homecoming, and Associate Vice President of Greek Sing and Greek Week.
   4. Responsible for communicating with the Organization Relations chairperson on the Homecoming Executive Board and Greek Week Executive Board.
   5. Responsible for weekly updates through either written reports or one-on-one meetings with the Associate Vice President positions.
   6. Serve as liason to community service chairs in regards to accreditation procedures.
   7. Serve as a liason between Panhellenic and the State College community by attending borough council meetings when necessary.
   8. Sit on planning committee for each semester day of service.
   9. Maintain an up-to-date notebook and file with an account of all activities related to this office.
   10. Perform all other duties pertaining to this office.
6. DUTIES OF THE VICE PRESIDENT FOR FINANCE:
   1. Distribute chapter invoices for various items including but not limited to: apparel, fines, event registration, etc.
   2. Work with the VP for Membership and the VP for Member Development to create a budget for recruitment based on previous transaction reports
   3. Receive all payments due to the Panhellenic Association, and collect all dues.
   4. Be responsible for the prompt payment of all bills of The Pennsylvania State University Panhellenic Association.
   5. Maintain up-to-date financial records and financial reports throughout her term of office for each of the Panhellenic Association’s accounts.
   6. Sit on the Board of Directors of the Nittany Co-Op.
   7. 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.
   8. 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.
   9. 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.
   10. 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.
   11. Assist Panhellenic Council members with creating their own budget to keep track of their expenses throughout their term
   12. Communicate with the Chapter Treasurers and have at minimum one meeting with them per semester.
   13. Allocate donation funds for the Greek Sing Scholarship awarded in December.
   14. Have a copy made of every form processed through Associated Student Activities and keep these copies organized in the Greek Life Office.
   15. Process all reimbursements in a timely manner and receive a "Panhellenic Reimbursement Form" for all expenses.
   16. Maintain an up-to-date notebook and file with an account of all activities related to this office.
   17. Perform all other duties pertaining to this office.
7. DUTIES OF THE VICE PRESIDENT FOR COMMUNICATIONS:
   1. Contact regularly and work closely with all local media to promote Greek Life.
   2. 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.
   3. Is responsible for all social media development and executing branding and imaging campaigns through those mediums.
   4. Coordinate advertisement materials for all specific Panhellenic events and general Panhellenic promotion.
   5. Keep and distribute full minutes of all meetings of the Panhellenic Association Executive Board, and keep a record of all action taken by the Panhellenic Association Executive Board.
   6. Communicate regularly with other Panhellenic Executive Board officers to promote upcoming programs and events efficiently.
   7. Maintain a complete and up-to-date file that will include the minutes of all meetings of The Pennsylvania State University Panhellenic Association copies of all contracts made by the Panhellenic Association and current correspondence.
   8. Oversee submission of press releases to local media sources.
   9. Oversee the maintenance of the Panhellenic website.
   10. Serve as official correspondence of Panhellenic Association
   11. Maintain and develop the Panhellenic app and social media accounts.
   12. Maintain the electronic calendar of Panhellenic. Update the calendar regularly to include all regular and specially scheduled meetings.
   13. Maintain an up-to-date notebook and file with an account of all activities related to this office.
   14. Perform all other duties pertaining to this office.
8. DUTIES OF THE VICE PRESIDENT FOR MEMBERSHIP:
   1. Oversee and coordinate all Panhellenic Association Recruitment activities. This includes: Recruitment during the spring and fall semesters, and Continuous Open Bidding.
   2. Appoint and oversee the Overall Recruitment Team in coordination with VP Member Development.
   3. Promote Panhellenic Recruitment.
   4. Continuously assess and reevaluate the Panhellenic Recruitment program.
   5. Be Present (or reside) in the State College area for any necessary recruitment activities the summer prior to the fall Recruitment.
   6. Work with the national organization of any colony and assist them in their Recruitment program.
   7. Conduct an evaluation of all Panhellenic Recruitment procedures.
   8. Meet regularly with member chapter Recruitment officers to discuss Panhellenic Recruitment rules and procedures.
   9. Maintain an up-to-date notebook with an accurate account of all activities related to this office.
   10. Hold a yearly review of the Penn State Panhellenic Recruitment Code of Conduct.
   11. Coordinate a review of chapter total annually in accordance with National Panhellenic Conference guidelines.
   12. Meet regularly with the staff member in the Office of Fraternity and Sorority Life that is responsible for advising the Panhellenic Association.
   13. Have strong organizational skills and the ability to handle multiple tasks at once.
   14. Understand formal recruitment rules at both the campus level and the National Panhellenic level.
   15. Perform all other duties pertaining to this office
9. DUTIES OF THE VICE PRESIDENT FOR MEMBER DEVELOPMENT:
   1. Coordinate and oversee the selection and training process of Panhellenic Recruitment Counselors
   2. Coordinate recruitment preparation program for all Panhellenic chapters in the Spring semester.
   3. Promote Panhellenic Recruitment.
   4. Develop educational programs for new member educators to promote effective new member programming for both Spring and Fall semesters.
   5. Coordinate and run roundtables for the Panhellenic new member educators.
   6. Coordinate and work with the new member educators to plan the Sisterhood Orientation period following formal recruitment.
   7. Work with the VP of Programming in developing Panhellenic sponsored events during the Sisterhood Orientation period following formal recruitment.
   8. Maintain an up-to-date notebook and file with an account of all activities related to this office.
   9. Perform all other duties pertaining to this office
10. DUTIES OF THE VICE PRESIDENT FOR ADMINISTRATION:
    1. Keep a complete and accurate list of all chapter representatives and their attendance at meetings
    2. 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.
    3. 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.
    4. Create and maintain all Panhellenic Google Groups.
    5. Organize and distribute semester calendars.
    6. Collect membership forms, including rosters of new members, at the beginning of each term from all sororities. Copies of these rosters are to be submitted to the Office of Fraternity and Sorority Life.
    7. Work with the President each Spring to submit the College Panhellenic annual report and apply for College Panhellenic awards by April 15th.
    8. Serve as the chapter liaison for the Panhellenic accreditation process, including but not limited to managing sorority credit for Panhellenic chapter development programs, Panhellenic community service and philanthropy events, Panhellenic Unity & Involvement activities, and Panhellenic Extra Credit activities; mediating accreditation-related concerns between chapters and the Office of Fraternity and Sorority Life; proposing and explaining any and all change to the Panhellenic accreditation process at the end of each calendar year.
    9. Maintain an up to date notebook and file with an account of all activities related to this office.
    10. Perform all other duties pertaining to this office.
11. DUTIES OF THE VICE PRESIDENT FOR WELLNESS:
    1. Represent Panhellenic on the Sexual Violence Awareness Roundtable
    2. Represent Panhellenic on the Mental Health and Awareness Roundtable
    3. Serve as a facilitator for Greeks Care
    4. Plan and execute Women’s Empowerment Week (spring)
    5. Plan and execute Wellness Week (fall)
    6. Plan and execute programs each semester regarding women’s issues
    7. Work closely with CAPS and the Women’s Resource center as a liaison for the Panhellenic community
    8. Work with Stand For State to coordinate chapter involvement and serve as a facilitator
    9. Work with Stand For State to coordinate chapter involvement and serve as a facilitator