**Dear Applicant:**

Thank you for applying to the 2018 Panhellenic Executive Council! We are so excited that you are interested in serving our community. Included in this application packet are important dates, the application instructions, election process description, and contact information for current officers. Please read all sections of each page thoroughly.

There are some requirements in order to apply for certain positions, so we highly recommend that you contact each of the current officers to learn more about ideal qualifications and responsibilities for each position.

We wish each of you the best of luck during your application process and look forward to meeting you!

Interfraternally,

Delaney Fry

2017 Panhellenic President

Important Dates

**Election Timeline:**

1. **Applications distributed:**

* Applications open on Tuesday, October 17th
* Available on the UW Panhellenic Facebook Page
* Also distributed via e-mail

1. **Panhellenic Executive Council Information Session:**

* Wednesday, October 18th at 6:40 PM at Gamma Phi Beta

1. **Applications due:**

* Tuesday, October 31st by 11:59 p.m.
* Uploaded as Google form and President evaluation

1. **Elections:**

* Explained below

1. **Panhellenic Executive Board Transition Meetings Mandatory** 
   * Panhellenic Executive meeting December 5th at 7pm HUB 236
   * General Council December 6th at 6pm location TBD
2. **Panhellenic Executive Board Transition Meetings OPTIONAL** 
   * Panhellenic Executive meeting November 28th at 7pm HUB 236
   * General Council November 29th at 6pm location TBD
3. **Individual position transition meeting time TBD by current and elected officer**

**Time-Commitments for Elected Officers:**

* Attend mandatory weekly Panhellenic Executive Council meetings time and date decided by elected executive board
* Attend mandatory weekly Panhellenic General Council meetings every Wednesday from 6:00-7:00 PM
* Attend the IFC/Panhellenic Executive Council retreat- tentatively scheduled for January 20th-21st, 2018
* Attend the Association of Fraternal Leadership & Values (AFLV) West Conference in San Diego- April 5th-8th 2018
* NPC Academy January 11th-14th for President, VP Operations, VP Recruitment, and one other position
* Attend all Formal Fall Recruitment and Panhellenic Work Week events, tentatively scheduled for September 8th -15th
* Any other Panhellenic-sponsored events

**Contact information for Current Officers:**



Application Components

**The application for the executive board includes two main components**

1. Complete this Google form and submit, this includes attaching your resume and, if necessary, an example of a Panhellenic advertisement if running for VP of PR

<https://goo.gl/forms/hCfJvvovUvWofAt43>

1. Have the president of your chapter email [delaneyfry.panhell@gmail.com](mailto:delaneyfry.panhell@gmail.com) to confirm that you are in good standing with your chapter and that you are eligible to run for an executive board position

Elections and positions

In the desire for transparency, the current board would like to explain the current state of elections and positions. Due to a want for change, the delegates and the executive board are currently in the midst of updating the Panhellenic Bylaws, which includes certain details about the Executive Council positions and their duties as well as the way in which Elections at the University of Washington are held. These Bylaws will be voted upon on October 25th, however until then it is not certain what will be approved and what will be denied. Therefore, if you are interested in a certain position we encourage you to reach out to that officer and ask about their current duties as well as any changes that their position might have. Along with this there are descriptions of each position’s duties at the end of this document.

AS FOR ELECTIONS, what is currently written in our Bylaws only requires your attendance Wednesday November 15th at 6pm, location TBD for speeches (instructions included below). HOWEVER, if the new election format is adopted your attendance will be expected at group and individual interviews two Sundays, November 5th and 12th. Until these proposals are voted upon, please keep all three of these dates available, you will be contacted after the application closes on October 31st with which election process we will be using.

If you have any more questions about the Bylaws changes we encourage you to reach out to your chapter delegate.

**Speech Instructions and Criteria:**

(not to be included in the application- you will have an opportunity to present your speech at elections if the current election process is kept)

* Please prepare a speech that addresses the components of your application. You may include ideas and goals for the position you are applying for, as well as anything else you deem relevant**. Please limit speeches to 3 minutes or less.** There will be room for **2 minutes of Q&A** following your speech. You may prepare different speeches for each of the positions you are running for.

**A COMPLETED APPLICATION SHOULD INCLUDE**:

1. A completed and submitted Google form with resume attached
2. A chapter President evaluation emailed to delaneyfry.panhell@gmail.com
3. A GPA Petition (if necessary)

***Applications Due:***

***All components completed and submitted by Tuesday, October 31st by 11:59pm***

***GPA Petition (if necessary by October 31st in the OFSL by 5pm)***

ELECTIONS GPA PETITION

As stated in the Panhellenic Association Bylaws, “Each candidate must have a minimum cumulative GPA of 3.0 and be in good standing with her sorority chapter. If the candidate has below a 3.0 GPA, she may petition the Panhellenic Exec board to still be considered as a candidate.”

(Article II, Section 4c)

Below is the petition that must be filled out, signed and submitted in person to the OFSL in HUB 236 by October, 31st at 5pm, ONLY in the case of your cumulative GPA being below a 3.0.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current GPA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please explain why your GPA is below a 3.0:

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Candidate’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter President’s Signature Date

***\*If necessary, please complete this form***

**Current and Proposed Executive Positions and Duties**

**Panhellenic President**

Current Job Description:

* Oversee the regular workings of the Panhellenic Council and Executive Board.
* Preside at all regular and special meetings of the Panhellenic Council and Executive Board meetings.
* Serve as an *ex-officio* member of all committees except the Judicial Board.
* Communicate regularly with the National Panhellenic Conference Area Advisor.
* Keep open lines of communication between the Office of Fraternity and Sorority Life, the north of 45th committee, the Associated Students of the University of Washington, the Resident Hall Student Association and the other communities including the National Pan-Hellenic Council, United Greek Council. If she cannot attend, then she shall appoint a board member to serve as the liaison.
* Act as a liaison to all university staff and faculty.
* Coordinate installation of new Panhellenic Officers, the annual Panhellenic Executive Board Retreat with OFSL staff, and Panhellenic Officer Retreats for Presidents, Delegates, and Recruitment Chairs.
* Maintain current copies of the following: University of Washington Panhellenic Association bylaws; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; the NPC Manual of Information; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
* Perform all other duties usually pertaining to this office.

Proposed Job Description:

* Oversee the regular workings of the Panhellenic Council and Executive Board.
* Preside at all regular and special meetings of the Panhellenic Council and Executive Board meetings.
* Serve as an *ex-officio* member of all committees except the Judicial Board.
* Communicate regularly with the National Panhellenic Conference Area Advisor.
* Keep open lines of communication between the Office of Fraternity and Sorority Life, the north of 45th committee, the Associated Students of the University of Washington, the Resident Hall Student Association and the other communities including the National Pan-Hellenic Council, United Greek Council. If she cannot attend, then she shall appoint a board member to serve as the liaison.
* Act as a liaison to all university staff and faculty.
* Coordinate installation of new Panhellenic Officers, the annual Panhellenic Executive Board Retreat with OFSL staff, and Panhellenic Officer Retreat~~s~~ for ~~Presidents~~, Delegates along with the VP of Administration, ~~and Recruitment Chairs.~~
* Maintain current copies of the following: University of Washington Panhellenic Association bylaws; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; the NPC Manual of Information; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
* Hold President small groups at the end of each quarter
* Hold stipend meeting with executive board members at the end of each quarter to evaluate performance and provide stipend
* Act as a liason for advancement efforts and different alumnae groups
* Perform all other duties usually pertaining to this office.

**Vice President of Operations**

Current Job Description:

* Perform the duties of the president in her absence.
* Shall be familiar with the NPC Manual of Information and all governing documents of this association.
* Act as parliamentarian.
* Oversee disciplinary process according to National Panhellenic Conference Judicial Procedure.
* Keep complete and up-to-date records of disciplinary matters.
* Chair the selection, training, and running of the Judicial Board.
* Chair the revision of the University of Washington Panhellenic Association Bylaws annually.
* Conduct, at a minimum, quarterly roundtables with standards chairs and risk management chairs
* Along with the VP of Service and Philanthropy, hold quarterly roundtables with the social chairs from each sorority.
* Oversee accountability for all Recognition Agreement violations
* Attend a Panhellenic Association President’s meeting at least once per quarter to review risk management policies.
* Coordinate all training sessions of risk management policies for all sororities risk management and social chairs.
* Attend the North of 45th Community meetings.
* Serve as an active member on the ASUW Safety Committee.
* Perform all other duties usually pertaining to this office.

Proposed Job Description:

The Vice President of ~~Operations~~ Standards and Accountability shall:

* Perform the duties of the president in her absence.
* Shall be familiar with the NPC Manual of Information and all governing documents of this association.
* Act as parliamentarian.
* Oversee disciplinary process according to National Panhellenic Conference Judicial Procedure.
* Keep complete and up-to-date records of disciplinary matters.
* Chair the selection, training, and running of the Judicial Board.
* Chair the revision of the University of Washington Panhellenic Association Bylaws annually.
* Conduct, at a minimum, quarterly roundtables with standards chairs and risk management chairs
* ~~Along with the VP of Service and Philanthropy~~, Hold quarterly roundtables with the social chairs from each sorority.
* Oversee accountability for all Recognition Agreement violations
* Attend a Panhellenic Association President’s meeting at least once per quarter to review risk management policies.
* Coordinate all training sessions of risk management policies for all sororities risk management and social chairs.
* Attend the North of 45th Community meetings.
* ~~Serve as an active member on the ASUW Safety Committee.~~
* Perform all other duties usually pertaining to this office.

**Vice President of Finance**

Current Job Description:

* Be responsible for the general supervision of the finances of the Panhellenic Association at the University of Washington.
* Prepare the annual budget in conjunction with the Panhellenic Advisor. Following approval by the Panhellenic Council, provide a copy to the Panhellenic Officers and each Panhellenic Association member sorority.
* Provide financial reports at each regular meeting of the Panhellenic Council Executive Board, quarterly financial reports to the Panhellenic Council, and an annual report when necessary.
* Input all transactions into the Quickbooks database to track all expenses relating to the Panhellenic Association.
* Be responsible for tracking chapter account payables and ensure that these accounts maintain zero balances.
* Partner with University staff to enhance advancement affairs and efforts
* Conduct, at a minimum, quarterly roundtables with chapters about Alumni engagement.
* Perform all other duties usually pertaining to this office.

Proposed Job Description:

* Be responsible for the general supervision of the finances of the Panhellenic Association at the University of Washington.
* Prepare an annual budget as well as quarterly budgets in conjunction with the Panhellenic Advisor.  Following approval by the Panhellenic Council, provide a copy to the Panhellenic Officers and each Panhellenic Association member sorority.
* Provide financial reports at each regular meeting of the Panhellenic Council Executive Board, quarterly financial reports to the Panhellenic Council, and an annual report when necessary.
* Input all transactions into the Quickbooks database to track all expenses relating to the Panhellenic Association.
* Be responsible for tracking chapter account payables and ensure that these accounts maintain zero balances.
* ~~Partner with University staff to enhance advancement affairs and efforts~~ (moved to President)
* ~~Conduct, at a minimum, quarterly roundtables with chapters about Alumni engagement.~~
* Administer invoices for fines and chapter dues
* Collect and assess recruitment budgets along with the VP of Recruitment Management
* Perform all other duties usually pertaining to this office.

**Vice President of Recruitment Management**

Current Job Description:

* Have served as a previous Recruitment Counselor, Recruitment Chair, or have served on the Panhellenic Executive Board for at least one year.
* Maintain procedures of recruitment according to the National Panhellenic Conference Unanimous Agreements, policies and best practices.
* Work as paid employee of the Panhellenic Association during summer quarter.
* Update and distribute the Formal Recruitment Rules and Code of Ethics.
* Schedule regular meetings with Recruitment Chairs from all Panhellenic Association Sororities.
* Arrange accommodations for Formal Fall Recruitment and Greek Preview with the VP Recruitment Development.
* Facilitate all summer orientation presentations and the formal recruitment registration process with the VP Recruitment Development.
* Chair the Greek Ambassadors committee.
* Perform all other duties pertaining to this office and specified as a part of the recruitment team.

Proposed Job Description:

* Maintain procedures of recruitment according to the National Panhellenic Conference Unanimous Agreements, policies and best practices.
* Work as paid employee of the Panhellenic Association during summer quarter.
* Update and distribute the Formal Recruitment Rules and Code of Ethics.
* Schedule regular meetings with Recruitment Chairs from all Panhellenic Association Sororities.
* Arrange accommodations for Formal Fall Recruitment and Greek Preview with the VP Recruitment Development.
* Facilitate all summer orientation presentations and the formal recruitment registration process with the VP Recruitment Development.
* ~~Chair the Greek Ambassadors committee.~~ (Move to VP of Community Engagement)
* Conduct an assessment after recruitment for new members, withdrawn PNM’s, chapter recruitment teams and chapter advisors
* Perform all other duties pertaining to this office and specified as a part of the recruitment team.

**Vice President of Recruitment Development**

Current Job Description:

* Have served as a previous Recruitment Counselor, Recruitment Chair, or have served on the Panhellenic Executive Board for at least one year.
* Work as a paid employee of the Panhellenic Association during summer quarter.
* Work in collaboration with, and meet regularly with Panhellenic Association sorority COB chairs to assist in facilitating successful execution of COB activities.
* Oversee the selection process and all training sessions of Recruitment Counselors.
* Prepare officer duties, schedules and executive board notebooks for Formal Recruitment.
* Arrange accommodations for Formal Fall Recruitment and Greek Preview with the VP Recruitment Management.
* Facilitate all summer orientation presentations and the formal recruitment registration process with the VP Recruitment Management.
* Perform all other duties pertaining to this office and specified as a part of the recruitment team.

Proposed Job Description: (No Changes)

* Work as a paid employee of the Panhellenic Association during summer quarter.
* Work in collaboration with, and meet regularly with Panhellenic Association sorority COB chairs to assist in facilitating successful execution of COB activities.
* Oversee the selection process and all training sessions of Recruitment Counselors.
* Prepare officer duties, schedules and executive board notebooks for Formal Recruitment.
* Arrange accommodations for Formal Fall Recruitment and Greek Preview with the VP Recruitment Management.
* Facilitate all summer orientation presentations and the formal recruitment registration process with the VP Recruitment Management.
* Perform all other duties pertaining to this office and specified as a part of the recruitment team.

**Vice President of Service & Philanthropy**

Current Job Description:

* Plan and execute Greek Week events with Interfraternity Council counterpart with a focus on philanthropy.
* Plan and execute Homecoming Week and/or ASUW Spring Show with Interfraternity council counterpart if needed.
* Coordinate the Programming committee as necessary with the Interfraternity Council counterpart.
* Collect philanthropy registration forms from sororities.
* Conduct, at minimum, quarterly roundtables with the Philanthropy and Service Chairs of each sorority.
* Coordinate quarterly philanthropic and community service events for the community.
* Be responsible for the philanthropy calendar.
* Coordinate at least one Greek-wide service and/or philanthropy project each quarter.
* Work with the VP of Public Relations to publicize all Greek philanthropy and community service projects.
* Inform all sororities of philanthropy events and community service opportunities in the community.
* Perform all other duties usually pertaining to this office.

Proposed Job Description:

* ~~Plan and execute Greek Week events with Interfraternity Council counterpart with a focus on philanthropy.~~
* ~~Plan and execute Homecoming Week and/or ASUW Spring Show with Interfraternity council counterpart if needed.~~
* Coordinate the Programming committee as necessary with the Interfraternity Council counterpart.
* Collect philanthropy registration forms from sororities.
* Conduct, at minimum, quarterly roundtables with the Philanthropy and Service Chairs of each sorority.
* Coordinate quarterly philanthropic and community service events for the community.
* Be responsible for the philanthropy calendar for Panhellenic events.
* Coordinate at least one Greek-wide service and/or philanthropy project each quarter.
* Work with the VP of Public Relations to publicize all Greek philanthropy and community service projects.
* Inform all sororities of philanthropy events and community service opportunities in the community.
* Perform all other duties usually pertaining to this office.

**Vice President of Campus Relations**

Current Job Description:

* Act as the liaison for advancement efforts and different alumnae groups.
* Plan and execute Wellness Week.
* Maintain regular communication with Panhellenic senator in the ASUW Student Senate
* Represent the Panhellenic Association on all matters related to ASUW and University
* Sponsor quarterly speakers for educational purposes.
* Conduct, at a minimum, quarterly roundtables with the Scholarship Chairs.
* Act as a liaison between the Panhellenic Association and all honors organizations affiliated with the fraternity and sorority community.
* Recognize NPC’s Month of the Scholar.

Proposed Job Description:

The Vice President of ~~Campus Relations~~ Community Relations shall:

* ~~Act as the liaison for advancement efforts and different alumnae groups.~~ (moved to President)
* Plan and execute Wellness Week.
* Maintain regular communication with Panhellenic senator in the ASUW Student Senate
* ~~Represent the Panhellenic Association on all matters related to ASUW and University~~ (move to VP of Public Relations)
* ~~Sponsor quarterly speakers~~ Conduct, at minimum, quarterly programming for educational purposes.
* Conduct, at a minimum, quarterly roundtables and one-on-ones with the Scholarship Chairs.
* Act as a liaison between the Panhellenic Association and all honors organizations affiliated with the fraternity and sorority community.
* Recognize NPC’s Month of the Scholar.
* Collaborate with on-campus groups to improve scholarship within the Panhellenic Community
* Add quarterly grade rankings report to NPC drive
* Serve as the liaison to Green Greeks, Greeks Take Action (in collaboration with VP of Standards and Accountability), Greek Ambassadors, Greek Community Project, and other Greek entities.
* Collaborate with the ASUW on programming, such as Fall Fling and Spring Show, to encourage Greek Community participation
* Encourage engagement with ASUW elections with a Greeks Vote campaign in collaboration with the ASUW
* Perform all other duties usually pertaining to this office

**Vice President of Diversity & Inclusion**

Current Job Description:

* Conduct the annual training of chapter diversity chairs
* Act as the liaison for diversity initiatives on campus
* Work in collaboration with ASUW Director of Diversity Efforts; Also work as the liaison and collaborator with the UW National PanHellenic Council, United Greek Council and Interfraternity Council
* Conduct, at a minimum, quarterly roundtables with chapter Diversity Chairs
* Develop marketing plan to ensure that recruitment resources and information are reaching underrepresented communities on campus
* Spread knowledge of cultural events on/off campus
* Coordinate training & workshops for chapters, related to cultural appropriation, privilege/oppression, equity, etc.
* Educate social chairs on how to prevent event themes of cultural appropriation; Work with social chairs to foster exchanges between Greek Community and Diversity Commissions/Legacy groups on campus (Black Student Commission, La Raza, First Nations, etc.)

Proposed Job Description:

* Conduct ~~the annual~~  bi-monthly trainings of chapter diversity chairs. This may include finding an event on campus to attend as a group, bringing in a speaker, facilitating a workshop yourself, etc.
* Act as the liaison for diversity initiatives on campus by actively reaching out to different groups on campus in order to continue strengthening existing partnerships and build new ones.
* Work in collaboration with ASUW Director of Diversity Efforts; Also work as the liaison and collaborator with the UW National PanHellenic Council, United Greek Council and Interfraternity Council
* ~~Conduct, at a minimum, quarterly roundtables with chapter Diversity Chairs~~
* ~~Develop marketing plan to ensure that recruitment resources and information are reaching underrepresented communities on campus~~
* Spread knowledge of cultural events on/off campus
* Coordinate training, ~~&~~ workshops, or events for chapters related to cultural appropriation, privilege/oppression, equity, etc.
* Work with the Panhellenic Executive team to conduct annual training for relevant chapter executive members. This could include Social/Philanthropy chairs, Recruitment Chairs, and/or New Member Chairs.
* ~~Educate social chairs on how to prevent event themes of cultural appropriation;~~
* ~~Work with social chairs to foster exchanges between Greek Community and Diversity Commissions/Legacy groups on campus (Black Student Commission, La Raza, First Nations, etc.)~~
* Perform all other duties usually pertaining to this office

**Vice President of Public Relations**

Current Job Description:

* Create press releases for all Panhellenic events for The Daily and local newspapers.
* Oversee all Panhellenic social media accounts.
* Assist chapters in their public relations efforts.
* Oversee the production of the Greek Voice.
* Serve as the liaison to The Daily and assist in production of the Greek Edition special insert.
* Assist the VPs of Recruitment Management and Recruitment Development in the production and distribution of informational and promotional materials pertaining to Recruitment.
* Maintain the Panhellenic Association’s website.
* Collect monthly updates for the website.
* Perform all other duties pertaining to this office.

Proposed Job Description:

* Create press releases for all Panhellenic events for The Daily and local newspapers.
* Handle all public relations inquiries
* Maintain a public relations plan followed by the Panhellenic Council
* Assist all members of the Panhellenic Association with advertising for events
* Oversee all Panhellenic social media accounts.
* Assist chapters in their public relations efforts.
* ~~Oversee the production of the Greek Voice.~~
* Serve as the liaison to The Daily and other media outlets. ~~assist in production of the Greek Edition special insert.~~
* Assist the VPs of Recruitment Management and Recruitment Development in the production and distribution of informational and promotional materials pertaining to Recruitment.
* Contribute time during the summer to promoting Recruitment
* Design graphics for all social media posts and advertising
* Maintain the Panhellenic Association’s website.
* ~~Collect monthly updates for the website.~~
* Maintain and create content for the blog
* Hold quarterly roundtables with the Social Media chairs
* Represent the Panhellenic Association on all matters related to ASUW and the University
* Perform all other duties usually pertaining to this office.

**Vice President of Membership Development**

Current Job Description:

* Conduct at a minimum, a quarterly roundtable with the New Member Educators.
* Coordinate New Member Day.
* Plan, execute, or oversee activities for Alcohol and Hazing Awareness weeks.
* Oversee Junior Panhellenic educational programming.
* Work with Interfraternity Council counterpart, with the help of Panhellenic VP of Administration to plan and execute Greek Awards.
* Perform all other duties usually pertaining to this office.

Proposed Job Description:

* Conduct at a minimum, a quarterly roundtable with the New Member Educators.
* Coordinate New Member Day before the first day of school focusing on bringing together community members, an overview of community expectations, and or health and wellness. This can be done in conjunction with the Interfraternity Council, or separately.
* Plan, execute, or oversee ~~activities for Alcohol and Hazing Awareness weeks~~ new member programming on alcohol, hazing, and interpersonal violence awareness. This can be in conjunction with the Interfraternity Council or separately.
* Conduct a survey of new members after new member programming to assess effectiveness of programming.
* Serve as an advisor for Junior Panhellenic. This includes attending meetings, overseeing Junior Panhellenic educational programming, and ensuring that they fulfill the purpose and requirements of the Junior Panhellenic Council.
* Work with Interfraternity Council counterpart, with the help of Panhellenic VP of Administration to plan and execute Greek Awards.
* Perform all other duties usually pertaining to this office.

**Vice President of Administration**

Current Job Description:

* Collect and distribute quarterly reports and alumnae volunteer lists for each Panhellenic sorority.
* Record and distribute the Executive Board and Panhellenic Council minutes to the proper groups.
* Maintain a complete an up-to-date file of all minutes and correspondence of the Panhellenic Council.
* Distribute a monthly newsletter to the community containing internship, career, and volunteering opportunities.
* Update, maintain, and sort the Panhellenic email account.
* Reserve all room reservations for Panhellenic sponsored programming.
* Distribute weekly the Panhellenic Flusher
* Assist the VP of Membership Development on the Panhellenic Executive Board and the Interfraternity Council counterpart in the planning of Greek Awards.

Proposed Job Description:

* Collect and distribute quarterly reports and ~~alumnae volunteer lists~~ for each Panhellenic sorority.
* Record and distribute the Executive Board and Panhellenic Council minutes to the proper groups.
* Maintain a complete and up-to-date file of all minutes and correspondence of the Panhellenic Council.
* ~~Distribute a monthly newsletter to the community containing internship, career, and volunteering opportunities.~~
* Include any internship, career, and volunteering opportunities in an email sent to the chapter delegates with the General Council minutes each week
* Update, maintain, and sort the Panhellenic email account.
* Reserve all room reservations for Panhellenic sponsored programming.
* Maintain a spreadsheet to track money spent for room reservations along with the VP of Finance
* ~~Distribute weekly the Panhellenic Flusher~~
* ~~Assist the VP of Membership Development on the Panhellenic Executive Board and the Interfraternity Council counterpart in the planning of Greek Awards.~~ Plan and execute Greek Awards
* Have quarterly one-on-one meetings with each Panhellenic Delegate
* Coordinate Panhellenic Delegate retreat with President
* Update and send out quarterly report to delegates each quarter
* Perform all other duties usually pertaining to this office