

E#: _____ Date: __/__/2018

Dear Panhellenic Executive Council Applicant,

We are so excited that you are interested in applying for ETSU's Panhellenic Executive Council for the 2019 year.

Per National Panhellenic all applicants must be:

- Initiated undergraduate members of one of the campus' recognized sororities.
- In good standing with their chapter and inter/national organization.
- Willing to fulfill all the time requirements for training and service as a College Panhellenic officer, plus additional requirements as outlined in the College Panhellenic bylaws.

Meggi Weeks
ETSU CPH President
(865) 227-3044

Personal information:

Name: _____

Chapter affiliation: _____ **Academic year:** _____

Cumulative GPA: _____

(all candidates must have and maintain a minimum overall GPA of 2.5)

Email address: _____ **Cell phone number:** _____

In good standing with the campus: (circle one) Yes No

This section to be completed by the Chapter President:

Name of person completing:

Yes No

Is this applicant in good standing with your chapter? (circle one) Yes No

- This includes good standing academically, financially, socially, etc.

Signature of person completing: _____

Please list, in preferential order (1-most interested, 5-least interested), Executive Council positions for which you wish to be considered. See reverse side for a complete listing of qualifications and requirements.

1. _____
2. _____
3. _____
4. _____
5. _____

On a separate sheet of paper, please briefly type your responses to the following questions.

If you wish to be considered for more than one office, please answer appropriate questions accordingly.

1. Please explain your wish to serve as an Executive Board member with the Panhellenic Council. Include your goals and potential plans of action for each office you wish to be considered for.
2. Describe your extracurricular involvement, including any chapter responsibilities and any student/community organizations in which you participate. Specify when, where, length of time and the nature of the service activities. Please list all leadership positions held, the goals you set for yourself in those positions, and how you accomplished them and bettered the organization that you served.
3. What personal attributes, character strengths, special interests, or talents do you possess that will make you a valuable member to the Executive Council and will contribute to the Panhellenic community in which you will serve?

E#: _____ Date: __/__/2018

4. What do you see as the greatest issues facing the Panhellenic community presently and how would you address them?
5. Though the Panhellenic Association will greatly benefit from your contributions, what do you expect to gain from this experience and your service as an Executive Officer?

I certify that the information I have given is complete, true and correct to the best of my knowledge and belief. I further affirm that I have not knowingly withheld any facts or circumstances in completing this application. I consent to having references contacted regarding this application. I understand that any misrepresentation of information by me may cancel this application or be cause for my not being considered for an Executive Council position with the Panhellenic Association at East Tennessee State University.

Signature

Date

Please return completed application to the Panhellenic office, found in the SORC, located in the Multipurpose Room in the CPA. All candidates for Executive Council must schedule an interview with the slating committee. Sign up for this interview when turning in your application.

If applying for PRESIDENT: Application must be turned in by EMAIL by Tuesday October 9th, 2018, at 4:30 pm to Panhellenic@etsu.edu. Must be available Monday, October 22nd for interviews.

If applying for an OFFICER POSITION: Application must be turned in by EMAIL by Tuesday October 30th, 2018, at 4:30 pm to Panhellenic@etsu.edu. Must be available November 4th or 5th for interviews.

FOR PRESIDENT APPLICANTS ONLY:

Please provide two references for the Slate Committee to contact that can attest to your strengths and why you would be a good fit for Panhellenic President.

Reference 1: _____

Phone Number: _____ Email: _____

Reference 2: _____

Phone Number: _____ Email: _____

OFFICER DESCRIPTIONS:

***Panhellenic President-** May not be held by a member of the same sorority in consecutive years. (Can be overturned through unanimous chapter vote) Must have an overall responsibility of the operations of the council, preside at all executive board and council meetings, represent the Panhellenic Association at campus and community events, assist in preparing the Panhellenic budget, and dissociate for formal recruitment. She should goal-set at the beginning of each semester with the entire council, plan and implement officer transitions each October, and ensure each officer is following through with their role throughout the year. She should meet the criteria of being a member of good standing within her chapter and the Panhellenic Association. She must have served at least one year on the Panhellenic Executive Board or be approved by special vote.

***Executive Vice President-** Serve as a liaison to IFC, MGC, and NPHC Councils. She will also serve as the liaison for Homecoming and represent Panhellenic on the Greek Week Planning Committee. She should review and revise the Panhellenic Constitution as deemed necessary each fall, submit all changes to the Student Organization Resource Center and the Panhellenic Council, and have a working understanding of Roberts Rules of Order and maintain order in all council meetings. She serves as the Vice-Chairman of the Judicial Board. She is to work with the other officers to compile the Greek calendar once a semester. In the president's absence, she will become the presiding officer.

***Vice President of Membership-** She should organize and supervise Formal Recruitment, and if needed Spring Continuous Open Bidding, and establish and review recruitment guidelines during each spring semester, planning an event to review them with the chapters. She should utilize this event as a recruitment training session with the four chapters to discuss communication, etc., from a Panhellenic standpoint. She should review chapter total within 30 days of formal recruitment each year, assist the Lead Recruitment Counselor in training of Rho Gamma's, and she must dissociate for formal recruitment. She will assist in appointing Rho Gamma's and the head Rho Gamma. She is a member of the recruitment executive team as well,

E#: _____ Date: __/__/2018

and will work with the VP-Public Relations, President, and Greek Advisor to implement marketing strategies each spring and summer. She should brainstorm and execute ways to recruit women to our organization 365 days a year.

***Vice President of Chapter Unity-**Serve as a liaison to the Women's Resource Center. She should serve on the Greek Awards Committee and plan the chapter recognition for this event with the Greek Advisor. She is in charge of coordinating large sorority social functions such as a Progressive Dinner and the New Member Celebration occurring the week following Bid Day. She should keep chapters updated with campus and community service opportunities. She will serve as a liaison to Volunteer ETSU, identify community needs that Panhellenic could support, and continue to inform chapters of Panhellenic, MGC, IFC, and NPHC philanthropy events. She should coordinate the smaller sisterhood activities that occur during Panhellenic meetings. She also plans and executes the Junior Panhellenic Program and submits a schedule/agenda of these plans each April.

***Vice President of Programming-** She is in charge of values-based programming. She should plan at least one scholarship activity per semester, such as Month of the Scholar, for Panhellenic. She should also plan for a speaker/leadership/programming opportunity a minimum of once per semester, with at least one of the events as a campus-wide event, focusing on leadership, health, the workforce, and anything else relevant to ETSU students and sorority members. She should also help individual chapters maintain a reasonable Programming calendar and to keep those calendars up-to-date with Panhellenic. She works with chapters and coordinates their monthly programming events in Lucille Clement and serves as the main liaison to ETSU Housing in conjunction with the President. She should consistently brainstorm ways to use ETSU sorority housing for programming with all chapters.

***Vice President of Internal Communications-** Keep updated records of attendance at Council meetings, take adequate minutes and keep full records of them, create an agenda prior to each meeting with the assistance of the President, be responsible for the official correspondence of the Panhellenic Council, and have an updated roster of council officers and chapter presidents. She is responsible for obtaining the chapter rosters each semester and assisting in grade collection with the Greek Advisor when necessary. She should create a Panhellenic newsletter, a minimum of twice per semester, to be handed out to all chapter members. She should also be in charge of placing upcoming dates on the Agenda each week prior to Panhellenic meetings as part of her weekly report.

***Vice President of Finance-** She is to work with the President and Executive Vice President in filling out any forms regarding travel, budget, or financial. She should supervise Panhellenic finances, prepare a budget for the calendar year with the President and Greek Advisor, collect chapter dues each semester, receive all payments, and give receipts to chapters. She is in charge of applying for and acting as the liaison to any BucFund requests.

***Vice President of External Communications** -Handles all Publicity and Public Relations for the Panhellenic Council including all recruitment publicity, maintaining the Panhellenic website, and press releases. She should consistently send press releases to the *East Tennessean* and other local PR opportunities with any Panhellenic news. She should keep in touch with individual chapter Public Relations chairmen and help when needed. She is responsible for advertising and marketing Panhellenic's upcoming events. She should work with the Vice-President of Programming and the Vice-President of Membership on educating chapter members from a social networking standpoint. She should meet regularly with the Vice-President of Membership and the Greek Advisor to develop publicity ideas for formal recruitment throughout the spring semester, and she must dissociate during formal recruitment. She should assist the Vice-President of Internal Communications in completing the Panhellenic newsletter to be distributed at least twice per semester.

***Lead Recruitment Counselor-** Acts as the assistant to the Vice President of Membership and serves on the Executive Recruitment team. She is expected to disaffiliate for formal recruitment. The Lead Recruitment Counselor should have served as a recruitment counselor the previous year. She should plan all recruitment counselor training meetings, using the input from the Recruitment Executive Team when necessary. She should focus on team building, communication skills, and any other skills to be used during the recruitment process by Rho Gamma's. She is the main voice in separating girls into their recruitment counselor groups and pairing them when necessary. She is interviewed with the rest of the executive council, and she should have a small retreat at the end of the fall semester, and meetings regularly in the spring, followed by a summer training retreat. She is expected to attend all recruitment-related events, including orientations, Move-in Day, Recruitment, Welcome Back events, the Convocation, etc, and serve as the liaison between the Rho Gamma's and the recruitment executive team.