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**WKU Panhellenic Officer Application**

**-2024-**

**Name:**

**Position(s):**

**Sorority Affiliation**:

**Class Standing:**

**Local Address:**

**Cell Phone Number:**

**WKU Email:**

**Please list:**

**Offices held in your chapter or on Panhellenic-**

**Offices held in other organizations-**

**Other involvement worth mentioning-**

**Please answer:**

* **What qualities do you have that you think complement this position (or positions)?**

* **What ideas do you have to strengthen Panhellenic? (Consider specific offices, programs, outreach, etc.)**
* **How has being in a Greek Letter Organization impacted your college experience?**

Please read and sign this page and turn it in with your application by emailing it to president.wkupanhellenic@gmail.com with “PAN Council App – Your Name” in the subject line by **Monday, October 23rd, no later than 11:59 p.m.**

**\*\*If selected for an interview, you will be notified by Wednesday, October 25th.  Interviews will take place tentatively on Saturday,October 28th, and Sunday, October 29th and scheduled through Doodle.**

**\*\*If selected as an officer, you will need to plan to attend a retreat with the outgoing Panhellenic Council. Details to come on the date and time. Please text Sam Bodemann if you have any questions! (502-436-6749).**

**By signing this page, I agree to:**

 -Maintain a GPA of 2.8 (cumulative).

 -To attend all Panhellenic meetings on Monday’s at 5:30pm.

 - To attend all Panhellenic Exec meetings

 -To attend and participate in Panhellenic sponsored activities.

 -Shall be an active member of my chapter and in good standing during my term.

-To attend the Panhellenic Officer Retreat

**And... I agree to carry out my duties as outlined in the position description in the WKU Panhellenic bylaws and standing rules. I understand that at any point, if I exceed the allowed amount of absences or do not fulfill my duties, I will be removed from the Panhellenic Council Executive Board position.**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Council Officers Descriptions-***

**Executive Council (selected by the slate):**

* The President shall:
* Have overall responsibility for the operation of Panhellenic Council
* Preside at all meetings of the Panhellenic Council.
* Preside at all meetings of the Executive Council.
* Call special meetings
* Appoint special committees and chairpersons.
* Serve ex-officio a member of all Panhellenic Association committees.
* Serve as a joint chairperson of Presidents’ Roundtables with the IFC & NPHC presidents
* Be familiar with the NPC Manual of Information and all governing documents of this association.
* Ensure that the NPC annual report is completed.
* Communicate regularly with the Panhellenic Advisor, as well as the NPC Area Advisor.
* Maintain current copies of the following: Western Kentucky University Panhellenic Association bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC Area Advisor; all College Panhellenic reports to NPC; and other pertinent materials.
* Serve as a member of Recruitment Staff.
* Complete CCWL (Coalition for Collegiate Women’s Leadership) registration, awards, and other documents related to the conference.
* Perform all other duties as assigned.
* Serve as a member of the Panhellenic Scholarship Selection Committee

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* The 1st Vice President shall:
* Perform the duties of the president in her absence.
* If for any reason the President is unable to complete her term of office, shall complete the term of President.
* Be familiar with the NPC Manual of Information and all governing documents of this association.
* Oversee all bylaw revisions and changes and edit the bylaws as needed.
* Serve as chairman of the Judicial Board and maintain and utilize the Judicial Committee
* Attend and serve as Panhellenic representative at Interfraternity Council and NPHC meetings.
* Oversee programming for National Hazing Prevention Week
* Perform all other duties as assigned.
* Serve as a member of Recruitment Staff.
* Serve as member of the Panhellenic Scholarship Selection Committee

* The 2nd Vice President shall:
* Plan and organize a program for the Junior Panhellenic Delegates.
* Plan and oversee weekly meetings and serve as the Election Commissioner of the Junior Panhellenic Council
* Organize all New Member opportunities and activities (i.e. progressive dinner, philanthropy event).
* Organize and oversee New Member Symposium and Olympics.
* Serve as a member of Recruitment Staff.
* Serve as a member of the Panhellenic Scholarship Selection Committee

* The Secretary shall:
* Keep an up-to-date roll of the members of Panhellenic Council.
* Take attendance at each meeting. This includes attendance for the chapters as well as the Council members.
* Record minutes of all meetings of the Western Kentucky University Panhellenic Council and the Executive Council.
* Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
* Send meeting minutes to the Panhellenic Council Officers, chapter delegates, the Panhellenic Advisor, and the NPC Area Advisor.
* Shall be familiar with the NPC Manual of Information and all governing documents of this association.
* Assemble a Panhellenic Council contact list.
* Serve as a member of Recruitment Staff.
* Perform all other duties as assigned.

* The Treasurer shall:
* Supervise the finances of the Western Kentucky University Panhellenic Association.
* Prepare and present a proposed annual budget.
* Provide a copy of the approved budget to each Western Kentucky University Panhellenic Association member fraternity.
* Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
* Pay promptly the annual NPC dues and all bills of the Western Kentucky University Panhellenic Association.
* Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
* Handle all monetary transactions for the Panhellenic Council.
* Make discretionary decisions about what the organization should or should not purchase in order to save money for high spending periods.
* Be familiar with the NPC Manual of Information and all governing documents of this association.
* Serve as a member of Recruitment Staff.
* Perform all other duties as assigned.

* The Recruitment Director shall:
* Direct all recruiting activities of Panhellenic members.
* Maintain an ongoing evaluation of recruiting procedures.
* Serve as chair of Recruitment Meetings with chapter Recruitment Chairs.
* Oversee the education of recruitment staff for the week of recruitment.
* Work with Panhellenic Council and the Executive Council to update Recruitment Rules each year
* Ensure that all recruitment rules are being followed and understood by each chapter, recruitment staff member, and Gamma Chis
* Oversee events and operation during recruitment week.
* Design t-shirts for recruitment staff and potential new members.
* Coordinate the potential new member orientation.
* Design potential new members “Go Greek” buttons.

* The Gamma Chi Director shall:
* Have previously served as a Gamma Chi at Western Kentucky University
* Oversee the Gamma Chi selection process.
* Plan and implement the Gamma Chi training process.
* Oversee Gamma Chis during recruitment week.
* Serve as a member of Recruitment Staff.
* Design Gamma Chi t-shirts for recruitment.
* Plan the Gamma Chi retreat.
* Schedule each Gamma Chi’s location during recruitment week

**Appointed Officers (chosen by current executive council)**

* The Publications Director shall:
* Report directly to the Recruitment Director.
* Create and design the Recruitment Book in conjunction with the Interfraternity Council Public Relations Director.
* Coordinate picture with sororities and fraternities.
* Oversee the maintenance and upkeep of the Panhellenic portion of the Greek Affairs website.
* Document and record all major Panhellenic events.
* Oversee filming/photography at various Greek events (Recruitment, Homecoming events, Greek Week events, New Member Olympics, New Member Symposium, Greek Leadership Symposium).
* Assist in all publications.
* Report directly to the Secretary.

* The Activities Director shall:
* Oversee all Panhellenic Activities (Movie Night, service projects, philanthropic events, or IFC/Panhellenic social events).
* Organize the transition dinner.
* Supervise sister sorority activities and create pairings.

* Assist 2nd Vice President in the planning of New Member Olympics.
* Chair the Activities committee, if the director decides a committee is necessary.
* Organize and plan the annual Panhellenic Pride Week with assistance from the Philanthropy Director, Panhellenic Council and Activities committee.
* Coordinate the “Pan Trunk or Treat” event for families of the Bowling Green community

* The Public Relations Director shall:
* Oversee all Panhellenic Council communications and social media accounts (Facebook, Twitter, Blog, etc.).
* Submit press releases to the Herald about Panhellenic activities
* Submit ads to the Herald during the year when the budget permits.
* Report directly to the Secretary.

* The Scholarship Director shall:
* Oversee and implement the scholarship program (i.e. meet with chapters about their programming and fulfilling their terms).
* Organize the Scholarship Recognition Banquet in the spring semester.
* Prepare study tips, stress management, and time management tips for Panhellenic.
* Prepare information, programs, and incentives for sorority women to remain above the all-women’s average GPA on campus.
* Maintain an active list of available scholarships at Western Kentucky University.
* Assist Order of Omega with their programming efforts.
* Oversee the scholarship incentive program as budget permits.
* Serve as a member of the Panhellenic Scholarship Selection Committee

* The Circle of Sisterhood Director shall:
* Serve as the liaison and point person for WKU’s Panhellenic Philanthropy, Circle of Sisterhood
* Coordinate ongoing philanthropic efforts benefitting WKU’s Panhellenic philanthropy
* Coordinate one Panhellenic-specific service project per semester
* Serve as the President of the Circle of Sisterhood Club

* The Director of Diversity and Inclusion shall*:*
* Serve as chair of Diversity and Inclusion Committee
* Ensure Panhellenic is functioning in compliance to university guidelines
* Coordinate educational programs and discussions at least once a semester.
* Promote diversity and inclusion related activities and events. Activities and events can be hosted by university student organizations, groups, departments, or in the local community.
* Attend all Panhellenic, IFC, and NPHC meetings with the President or Panhellenic Council representative.