

**Application for Panhellenic Executive Board
2020-2021**

Panhellenic Council is looking for self-motivated women with Panhellenic spirit to apply for the seven executive board member positions: President, Vice President of Community Engagement, Vice President of Internal Affairs, Vice President of Membership Development, Vice President of Recruitment, Vice President of Signature Events, and Vice President of External Affairs for the 2020 calendar year.

Candidates **may and are encouraged to apply for more than one position.**

Candidates must be in **good academic, financial, and social standing** with their respective chapters and must have **at least a 2.8 or higher cumulative GPA**. Applicants must also be willing to publicly disaffiliate from their chapters for the duration of **2021** Formal Recruitment. Chapter presidents will be notified of your submission of your application.

The outline for the election of the Panhellenic executive board is as follows:

- **November 11th, 2019 - Executive Board Applications due by 5 P.M.:** Applications available on the Compass.
- **November 13th-18th:** Candidates are interviewed and slate is formed. More information will be provided later.
- **November 19th, 2019:** Slate is presented at Panhellenic Delegate Meeting.
- **November 24th, 2019:** Slate is presented at Chapter Meeting (chapters will vote on slate at this time).
- **December 3rd, 2019:** Elections at Panhellenic Delegate Meeting.

Please fill out the following application and submit it as a **PDF** to President, Taylor Lambert, at cnu.phc.president@gmail.com **by 5 p.m. on Monday, November 11th.**

After submitting the application, you will receive more information about how to sign up for interview timeslots!

Name: _____

E-mail address: _____

Phone number: _____ **Chapter:** _____

Position(s) interested in (list all that are of interest): _____

Academic Year: _____

Cumulative GPA: _____

1. Please list and describe the leadership position(s) that have you held in your chapter or in the CNU community.
2. What does Panhellenic mean to you? What do you think is the purpose of having a Panhellenic council?
3. Why are you interested in serving on the Panhellenic Executive Board and describe your interest in each of the specific positions you are applying for?
4. Please list and describe three qualities/strengths you possess that would make you an ideal Executive Board team member.
5. Please describe two unique ideas you would incorporate into the position. Please list two ideas for each position you are applying for.

If you have any questions, please contact Taylor Lambert at cnu.phc.president@gmail.com. Attached are parts of the CNU Panhellenic Constitution and Bylaws pertaining to the selection of executive board officers and the duties outlined for elected positions. Please review them thoroughly!

Article IV. Officers and Duties

Section 1. Officers

The officers of the CNUPHC shall be President, Vice President of Community Engagement, Vice President of Internal Affairs, Vice President of Recruitment, Vice President of Signature Events, Vice President of Membership Development, and Vice President of External Affairs

Section 2. Eligibility

- A. Eligibility to serve as an officer shall depend on the class of membership:
 1. Regular membership. Members from women's sororities/fraternities holding regular membership in the CNUPHC shall be eligible to serve as any officer.
 2. Provisional membership. Members from women's sororities/fraternities holding provisional membership in the CNUPHC shall not be eligible to serve as an officer.
 3. Associate membership. Members from women's sororities/fraternities holding associate membership in the CNUPHC shall not be eligible to serve as an officer.
 4. Women who wish to serve on Panhellenic Council Executive Board must be in good standing with their respective chapter and hold a 2.8 cumulative GPA or higher
 5. Women who wish to serve on Panhellenic Council Executive Board may not have an officer or chairman position within their respective chapter for the year of which their term for Panhellenic Council would take place.
 6. While serving their term on CNUPHC, they must be able to maintain a completely unbiased perspective and shall represent the best interests of the CNUPHC community at large in all that they do.

Section 3. Selection of officers

The offices of President, Vice President of Community Engagement, Vice President of Internal Affairs, Vice President of Recruitment, Vice President of Signature Events, Vice President of Membership Development, and Vice President of External Affairs of the CNUPHC shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

Section 4. Office-holding limitations

- A. No more than two members from the same women's sorority/fraternity shall hold office during the same term.
- B. The Vice President of Recruitment must have gone through recruitment as an initiated member.
- C. Delegates as Officers - The officers shall not be chapter delegates or alternates for CNUPHC during their term as Panhellenic Executive Officers.
- D. Chapters holding any office position will be ineligible to hold the same position for a third consecutive year
- E. Panhellenic President, Vice President of Community Engagement, and Vice President of Recruitment cannot be held by members of the same chapter during the same term.

Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin in the Spring academic term following recruitment.

Section 6. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council or the Panhellenic Executive Board.

Section 7. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of article IV.

Section 8. Duties of officers

A. The President shall:

- 1. Preside at all meetings of the Panhellenic Council;
- 2. Preside at all meetings of the Executive Board;
- 3. Serve as an ex-officio member of all Panhellenic Association committees, except the judicial board;
- 4. Meet regularly and as-needed with the Panhellenic Advisor, the Executive Board, and IFC. In the event that she cannot attend IFC meetings, she must appoint a representative to go in her stead;
- 5. Attend the Anchor Org Advance meeting in the Spring;
- 6. Plan officer transition training for newly elected officers of the Executive Board;
- 7. Be familiar with the NPC Manual of Information and all governing documents of this Association;
- 8. Ensure that the NPC College Panhellenic annual report is completed;
- 9. Communicate regularly with the NPC area advisor;
- 10. Maintain current copies of the following: CNUPHC 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 NPC College Panhellenic reports, and other pertinent materials;
- 11. Attend at least one monthly meeting with all CNU Panhellenic chapter presidents;
- 12. Serve as a point of contact for all CNU Panhellenic chapter presidents;
- 13. Serve as the chair for the Women's Leadership Summit;

14. Attend an all council meeting at least once a semester;
15. Update the Bylaws and Standing Rules and Recruitment Rules once a term;
16. Perform all other duties as assigned.

B. The Vice President of Community Engagement shall:

1. Attend all Panhellenic Executive Board and Panhellenic Council Meetings
2. Perform the duties of the President in her absence;
3. Be familiar with the NPC Manual of Information and all governing documents of this Association;
4. Follow all duties as outlined in the Greek Judicial Process;
5. Act as Chief Justice for the Judicial Board (See attached Judicial Board Policy);
6. Assist in mediation for officer removal;
7. Review the CNU Panhellenic Council Constitution, Bylaws and Standing Rules, Judicial Process, and Recruitment Rules at least one time each semester and update once per term;
8. Resolve all complaints involving Panhellenic organizations with the assistance of the Panhellenic Advisor;
9. Serve as a point of contact for all organizations' judicial, academic and risk management chairs;
10. Conduct and implement any risk management programs or speakers as needed;
11. Be familiar with the CNU Panhellenic Crisis Management Plan and provide updates annually;
12. Preside over the Panhellenic Academic Standards and host events to improve the Panhellenic GPA;
13. Preside over all committees as defined in the Bylaws and Standing Rules;
14. Attend the Anchor Org Advance meeting in the Spring;
15. Perform all other duties as assigned.

C. The Vice President Internal Affairs shall:

1. Attend all Panhellenic Executive Board and Panhellenic Council meetings;
2. Be responsible for the general supervision of the finances of the CNUPHC;
3. Be responsible for the preparation of the annual budget and, following its approval by the Panhellenic Council, provide a copy to each CNUPHC member sorority/fraternity;
4. Provide bills to each sorority/fraternity before the last Council meeting in September and February;
5. Be responsible for submitting the Front End Budget proposal to Student Assembly for annual funding requests;
6. Receive all payments due to the Panhellenic Association, collect all dues, and give receipts; Present Panhellenic checks to the appropriate University Financial Officer (as provided for in Article I. Finance);
7. Meet regularly and as-needed with the University Fiscal Technician who monitors all Campus Accounts, to receive information regarding the CNUPHC account;
8. Keep full minutes of all regular and Executive Board meetings;
9. Distribute the agenda and minutes for each regular meeting to Presidents, Delegates, Executive Board, Greek Life Advisor, and Area Advisor;
10. Maintain up-to-date financial record, which should include but not be limited to:
 - Financial reports of each regular meeting;
 - Annual reports of the CNU Panhellenic Council by April 15th;
 - Sorority Rosters;

- Current budgets;
 - Change to Chapter totals;
11. Perform all other duties as assigned.

D. The Vice President of Recruitment shall:

1. Attend all Panhellenic Executive Board and Panhellenic Council meetings;
2. Be responsible for the planning and execution of Formal Recruitment;
3. Select and Meet regularly with the Director of Recruitment Logistics;
4. Support all individual chapters in the planning and execution of informal recruitment;
5. Attend biweekly meetings with the Panhellenic Advisor;
6. Plan and execute all Panhellenic recruitment events during the Fall semester;
7. Host Post-Recruitment meetings with advisors;
8. Select and meet regularly with Head Recruitment Counselors;
9. Meet weekly with Chapter Recruitment officers;
10. Attend Recruitment Counselors bi-weekly meetings;
11. Chair the Membership Recruitment Committee;
12. Update Recruitment Rules once a term in conjunction with the Panhellenic President and the Vice President of Community Engagement;
13. Perform all other duties as assigned.

E. The Vice President of Signature Events shall:

1. Attend all Panhellenic Executive Board and Panhellenic Council meetings;
2. Create calendar of CNU Panhellenic Council events;
3. Promote co-sponsorships with other CNU campus organizations;
4. Work with chapters on Panhellenic-wide philanthropic events, specifically, Circle of Sisterhood;
5. Create and execute all service events;
6. Encourage continuing greek traditions and unity within the Greek community and work with other Greek councils such as IFC and NPHC;
7. Perform all other duties assigned;

F. The Vice President of Membership Development shall:

1. Attend all Panhellenic Executive Board and Panhellenic Council Meetings;
2. Act as primary educator of the Panhellenic community by planning and hosting events based on the needs of the community;
3. Develop programs, workshops, or events that the Panhellenic and CNU community can attend;
4. These programs can be the following but not limited to:
 - sexual assault
 - mental health
 - diversity and inclusion
5. Serve as point of contact for membership enrichment/membership development chairs of each chapter;
6. Perform all other duties as assigned.

G. The Vice President of External Affairs shall:

1. Attend all Panhellenic Executive Board and Panhellenic Council meetings;
2. Manage CNU Panhellenic website and social media accounts and update as needed;
3. Create marketing plan and materials for major Panhellenic initiatives as designated by the executive committee, including Panhellenic Formal Recruitment;

4. Preside over the Public Relations Committee;
5. Manage the image and brand of Panhellenic council;
6. Be knowledgeable about the Crisis Management Plan and aid in its revision;
7. Perform all other duties as assigned.