



## Austin Peay State University Panhellenic Council

### Executive Board Application

Name: \_\_\_\_\_ A Number : \_\_\_\_\_

Affiliation: \_\_\_\_\_ GPA (cumulative): \_\_\_\_\_

Major: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Classification: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please rank each position 1-7, 1 being your preference and so on. (Descriptions are attached.)

\_\_\_ President

\_\_\_ Executive Vice President

\_\_\_ Director of Recruitment

\_\_\_ Director of Administration

\_\_\_ Director of Judicial Affairs

\_\_\_ Director of Membership

\_\_\_ Director of Recruitment Counselors

**\*\*IF you have 29 or below earned credit hours you will also need to provide two (2) recommendation letters (1) from your chapter president and (1) from another chapter officer highlighting your ability to hold a Panhellenic leadership position\*\***

### Important Notes

This petition is due to the office of Fraternity & Sorority Affairs by **4:00 PM on Wednesday, November 9, 2011**. Before submitting this petition, you should be aware of the responsibility and time commitment that each of these positions demand. The term of office is one calendar year. Other general requirements of the executive board include representing the entire Fraternity and Sorority Community at Austin Peay State University in a positive manner, and along with acting responsibly at all times, it is required of the members of the Executive Board of the Panhellenic Council to promote the Fraternity and Sorority Community as a whole and not just their individual sororities.

If you have any questions, please feel free to contact Alex White, Panhellenic President by email at [awhite26@my.apsu.edu](mailto:awhite26@my.apsu.edu) or Brianna Lombardozi, the Panhellenic Advisor, by email at [lombardozi@apsu.edu](mailto:lombardozi@apsu.edu), or by phone at (931) 221-6840.

By applying for these positions, you waive your rights granted to you by the Family Educational Rights and Privacy Act of 1974 and permit Austin Peay State University to release academic information about me to my Sorority/Fraternity. You understand that this waiver will be in effect until you notify Fraternity & Sorority Affairs that you no longer wish to allow such information to be released.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Qualifications Required of an Executive Board Member

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- Candidates must be an initiated member of an Austin Peay State University sorority, unless part of a colonizing group, at time of officially taking office (January 2011).
- Candidates are required to be active undergraduate members in good academic standing of their chapters for the entire term of their offices with a cumulative GPA of 2.5
- Candidates must demonstrate the ability to disassociate their selves from their chapter throughout the duration of the Recruitment.
- If applying to be the Director of Recruitment Counselors, candidate must be aware that it is a two-year term position, with the second year transitioning into the role of Director of Recruitment.
- Candidates must be able to attend, as applicable:
  - Weekly Executive Meetings
  - Weekly General Body Meetings
    - Tuesday Nights at 5:30
  - Attend and participate in PC and Fraternity & Sorority Affairs sponsored activities
  - Attend the Fraternity and Sorority Life retreats in the fall and spring semester
  - Attend the Southeast Panhellenic Conference
  - All Recruitment Events:
    - Including but not limited to any pre-recruitment advertising event.
  - Recruitment, dates TBA.

## Descriptions of Positions

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### President

Have overall responsibility for the operation of the Panhellenic Council. Call and preside at all regular, executive committee, and special meetings of the Austin Peay State University Panhellenic Council. Review and approve all Panhellenic Council checks and contracts involving the Austin Peay State University Panhellenic Council. Serve as an ex-officio participant of all Panhellenic Council meetings with a voice but no vote. Maintain a complete and up-to-date President's file which will include a copy of the current Austin Peay State University Panhellenic Council Constitution, By-laws, and Standing Rules, the current National Panhellenic Conference manual of information and related materials, current correspondence and materials received from the advisor and other pertinent materials. Must serve as the representative of Panhellenic Council at events where a representative of Panhellenic Council is requested to attend. Maintain positive communication with university officials. Shall call and preside over all extension meetings and progress. Report as required to the National Panhellenic Area Advisor. She must disaffiliate from

her sorority the day after graduation until the following bid day unless specified by the Panhellenic recruitment rules. At the end of her term in office, she shall transition the next Panhellenic President on the duties of this office

#### **Executive Vice President**

Perform the duties of the President in her absence, inability to serve, or at her call. She will be in charge of executing Operation Fairy Godmother. She must disaffiliate from her sorority the day after graduation until the following bid day unless specified by the Panhellenic recruitment rules. At the end of her term in office, she shall transition the next Panhellenic Executive Vice President on the duties of this office.

#### **Director of Administration**

Keep an up-to-date roll of the members of the Panhellenic Council and call roll at all council meetings. Keep current statistics concerning the number of initiated members and new members of each Panhellenic Council sorority. Keep full minutes of all meetings and a record of all actions taken by the Panhellenic Council. Maintain a complete and up-to-date file, which will include the minutes, agendas, proposals, by-laws, reports, and correspondence for the Panhellenic Council. File any paperwork and reports necessary with both National Panhellenic Conference and Austin Peay State University. Be responsible for the general supervision of the finances of the Austin Peay State University Panhellenic Council. Receive all payments due to the Panhellenic Council, collect all dues, and give receipts. She shall deposit all checks within five (5) business days of receipt. Reimbursements will be made within five (5) business days unless otherwise notified. Be responsible for prompt payment of all bills of the Panhellenic Council. Maintain up-to-date financial records. Sign Panhellenic Council contracts and checks when authorized to do so. She must disaffiliate from her sorority the day after graduation until the following bid day unless specified by the Panhellenic recruitment rules. At the end of her term in office, she shall transition the next Panhellenic Director of Administration on the duties of this office.

#### **Director of Recruitment:**

Assume responsibility for all Panhellenic Council matters related to both formal and informal recruitment. Call and preside at all meetings of Panhellenic Council member sorority recruitment chairs. Call and preside at all meetings of recruitment staff, which includes Sigma Rho Chi's, and the Panhellenic Council Executive Committee. Work with the Director of Administration to form a recruitment budget. Oversee the Director of Recruitment Counselor in all aspects of the Sigma Rho Chi program including selection of Sigma Rho Chi's and training sessions. Serve as an ex-officio member of the Judiciary Board pertaining to recruitment infractions. Enforce all recruitment rules upon the Panhellenic Council member sororities. Responsible for holding recruitment rules review meetings each spring semester for the purpose of revising the Formal Recruitment Rules for the following fall semester. File the National Panhellenic Conference recruitment reports by the deadlines set by the National Panhellenic Conference. She must disaffiliate from her sorority the day after graduation until the following bid day unless specified by the Panhellenic recruitment rules. At the end of her term in office, she shall transition the next Panhellenic Director of Recruitment on the duties of this office.

**Director of Judicial Affairs:**

She is responsible for updating the Constitution, By-laws, and Standing Rules of the Austin Peay State University Panhellenic Council. Call and preside over all meetings pertaining to revisions of the Constitution, By-laws, and Standing Rules. Preside over all hearings regarding violations of the Constitution, By-laws, Standing Rules, and recruitment violations of the Austin Peay State University Panhellenic Council. Act as a Parliamentarian during meetings of the Panhellenic Council and assist the President in conducting business at Panhellenic Council meetings. Assign appropriate fines for violations of the Constitution, By-laws, Standing Rules, and Recruitment rules. Serve as chairperson of the Panhellenic Council Judiciary Board. She shall be responsible for collecting all fines from the Panhellenic Council member sororities, committee chairs, and executive committee members. She is responsible for giving all fines to the Director of Administration within 48 hours of receipt. She shall be responsible for notifying the Director of Administration of all excused absences of Panhellenic Council executive committee members and delegates prior to the start of the Panhellenic Council meetings. File any reports necessary with the National Panhellenic Conference Area Advisor and Austin Peay State University. She must disaffiliate from her sorority the day after graduation until the following bid day unless specified by the Panhellenic recruitment rules. At the end of her term in office, she shall transition the next Panhellenic Director of Judicial Affairs in the duties of this office.

**Director of Membership:**

She shall serve as the Panhellenic Council representative on the Student Organizations Council (SOC). Shall conduct one new member social mixer in the fall semester, and one all sorority mixer in the spring semester. She shall be in charge of executing all public relations for any Panhellenic event. She must work with Inter fraternity Council (IFC) to host and complete a Greek wide community service project. She must disaffiliate from her sorority the day after graduation until the following bid day unless specified by Panhellenic recruitment rules. At the end of her term in office, she shall transition the next Panhellenic Director of Membership in the duties of this office.

**Director of Recruitment Counselors:**

She shall assist the Director of Recruitment in all matters pertaining to formal and informal recruitment of new members. She is responsible for Sigma Rho Chi's. She shall conduct recruitment counselor training. She shall aid in the selection of Sigma Rho Chis. She must disaffiliate from her sorority the day after graduation until the following bid day unless specified by the Panhellenic recruitment rules. At the end of her term in office, she shall transition the next Panhellenic Director of Recruitment Counselors in the duties of this office.

# Application Questions

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1. How will you manage your time if you are elected to hold a position on the Panhellenic Council Executive Board?
2. Describe your personality at a time when you had to work with a team to accomplish a goal with a team.
3. What areas of the Panhellenic Council need to be addressed in order to strengthen the council throughout the next term?
4. While being part of a fraternal organization, what value have you found to be the most important to you and how would you implement this value on the rest of the Panhellenic Community?
5. These positions deal with administrative tasks, and therefore require a great deal of organization, time management and attention to detail. Please describe a time that you demonstrated these characteristics and you were successful.

