



## *Panhellenic Council Executive Board Application*



In order to be qualified, you must be a member of your chapter for at least one year and have a minimum 2.5 cumulative and previous semester G.P.A. Executive board members are required to attend the President's Retreat: January 9-11, 2009, Annual Leadership Summit hosted at Biscayne Bay Campus: February 7, 2009 and SEPC -March 26 - March 29. There will also be a mandatory Officer Training: December TBA.

***It is required, as per FIU Panhellenic Council's Bylaws, that Panhellenic Executive Board members are not Executive Board members of their respective chapters while holding office.***

Name: \_\_\_\_\_ Year at FIU: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Panther ID: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cum. GPA\*: \_\_\_\_/Sem. GPA: \_\_\_\_  
Organization: \_\_\_\_\_ Initiation Date: \_\_\_\_\_

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Please check all positions you are interested in applying for: ***(Please read the job descriptions in the following page)***

\_\_\_\_\_ President \_\_\_\_\_ Secretary  
\_\_\_\_\_ Vice President \_\_\_\_\_ Treasurer  
\_\_\_\_\_ Vice President of Membership Recruitment \_\_\_\_\_ Chief Justice

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***Please print and answer the following questions on a separate document:***

1. What does Panhellenic mean to you?
2. Please list your leadership activities in college and explain how holding these positions will help you with the position(s) you're applying for?
3. What new ideas do you have for the position(s) you're applying for?
4. What qualities could you bring to the 2009 Executive Board?
5. What are your strengths as an individual and in what areas do you think you can improve?
6. Explain a goal that you believe the 2009 E-board should work on.
7. What are your commitments (school, work, campus, etc.) for the spring/summer/fall terms?

I, \_\_\_\_\_, acknowledge that I am fully aware of all the responsibilities required of a 2009 Panhellenic Executive Board member, and if elected to the position, I will uphold the Constitution of the National Panhellenic Conference, its Manual of Information or Green Book and the Constitution and Bylaws of the FIU Panhellenic Council.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I acknowledge that I am fully aware of this applicant's interest in applying for a position on the 2009 Panhellenic Executive Board. I support her decision in applying and I recommend her for selection as an officer. I acknowledge that this individual is in good standing (financial and academic).

\_\_\_\_\_  
Signature, Chapter President

\_\_\_\_\_  
Signature, Chapter Advisor

***\* The Office of Sorority & Fraternity Life will be conducting grade checks prior to election time for accuracy.***

## **Executive Board Job Descriptions:**

**President:** Oversees all bi-weekly and special Panhellenic Council meetings as well as Executive Board meetings. The candidate must be well-versed in Roberts Rules of Order, FIU PC Constitution and Bylaws and the NPC Manual of Information (Green Book). Will conduct herself in a respectable manner since the candidate is the face and voice of the Panhellenic community. Will manage the executive board and keep track of all duties and assignments. Will keep constant communication with the NPC Area Advisor and NPC in regards to important matters and documents that need to be presented.

**Vice-President:** Is the face and voice of Panhellenic Council when the President is absent. Oversees any meetings where the President must be absent. Must be well versed in Roberts Rules of Order and the FIU PC Constitution and Bylaws. Manages the Panhellenic Council Cabinet members and makes sure that all cabinet members are conducting their tasks. Will hold bi-weekly cabinet meetings.

**Vice President of Membership Recruitment:** *Must have attended or will be attending a judicial training session facilitated and scheduled by the Office of Conduct and Conflict Resolution before taking office.* This position entails all the details for the process of Recruitment Week. The VPMR is in charge of the logistics for recruitment including over-seeing that the Recruitment Rules are followed throughout the process. She is in charge of the Recruitment Team made up of each sorority's recruitment chair and as well is in charge of the Recruitment Guides or Rho Gammas. The candidate is also in charge of the recruiting process throughout the summer with orientations and pre-recruitment events. The candidate must be able to abide by the specific rules and remain completely unbiased.

**Secretary:** The candidate is in charge of creating the Panhellenic Council meeting agendas which entails collecting all Executive Board member announcements on a timely basis and obtaining the approval of the PC Advisor. As a secretary you will be the administrative assistant to every Executive Board member. If anyone needs a project to be completed, be prepared to step in. The candidate's crucial role is correspondence for the promotion of recruitment throughout the spring and summer semesters. Will keep constant communication with the NPC Area Advisor and make sure that she has all council meeting agenda and minutes plus any other important documents such as Recruitment Policies, Recruitment Team Meeting minutes and agendas and judicial/fines. The candidate will also make sure that all necessary NPC documents are being completed.

**Treasurer:** Must have knowledge of managing financials. The candidate will collect semester dues from chapters every semester and keep track of ICS

chapter roster updates. Will draft and maintain a yearly budget that will be updated monthly pursuant to any changes throughout the year. This budget should be presented to all delegates at the first Panhellenic Council meeting. Reserve funds to administer scholarships and keep track of the account ledger at all times. Will manage any sponsors and charitable donations.

**Chief Justice:** *Must have attended or will be attending a judicial training session facilitated by the Office of Conduct and Conflict Resolution before taking office. (An additional training will be hosted by the office sometime at the end of October, early November).* The candidate must be well versed with the current FIU PC Constitution and Bylaws, the FIU Student Code of Conduct, and the NPC Manual of Information (Green Book). An understanding of all intramurals policies and procedures is crucial plus be available to attend these games during the semester. Facilitate the PC Greek Judicial Board. Commit to training chapters on all of the documents listed above. Be impartial, fair and compassionate in her dealings with chapters. Be flexible and willing to work with chapters and its members. Be able to communicate with and get along with chapters.

## **REMINDERS:**

*For those interested in applying, there will be two orientations to be held on: October 22<sup>nd</sup> at 4 pm and 8 pm & 23<sup>rd</sup> at 4pm in the Conference room across the Greek Office, GC 2215.*

***Applications are due on Friday, October 24, 2008 by 5:00pm in Campus Life, GC 2240. Please make sure to sign up for an interview when you drop off your application!***