



FIU Panhellenic Council 2009 Cabinet Application

Applications are due no later than January 16, 2009 by 5pm in GC 2240.

Name: _____ Year at FIU: _____
Email: _____ Panther ID: _____
Contact Phone: _____ Cum. GPA: _____
Organization: _____ Initiation Date: _____

Please read the coordinator job descriptions and expectations attached to this application.

Then check all positions you are interested in applying for:

_____ Intramurals _____ Community Service/Philanthropy
_____ Programming _____ Public/Council Relations
_____ Publications/Historian _____ Risk Management/New Member Educator
_____ Assistant Recruitment Chair* _____ Scholarship

Please print and type answers to questions on a separate sheet of paper.

1. What does "Panhellenic" mean to you?
2. Please list your leadership activities in college (within your chapter or otherwise) 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. Why are you interested in holding a Panhellenic Cabinet position?

*Previous Rho Gamma/Recruitment experience is strongly preferred for this position.

I, _____, acknowledge that I am fully aware of all the responsibilities required to hold a Panhellenic Coordinator Position .If elected to the position, I will uphold both the Constitution of the National Panhellenic Conference, the Constitution and Bylaws of the FIU Panhellenic Council and fulfill my coordinator position to the best of my ability.

Signature

Date

I acknowledge that I am fully aware of this applicant's interest in applying for a Panhellenic Cabinet Position. I support her decision in applying, and I recommend her for selection as a coordinator.

Signature, Chapter President

**All cabinet members, upon being appointed, must attend all Panhellenic meetings on Thursdays at 6:30 PM, cabinet meetings on alternate Thursdays at 6:30 PM, and a Mandatory retreat.



FIU Panhellenic Cabinet 2009

Coordinator Job Descriptions

Intramurals Coordinator- This Coordinator is responsible for educating the Panhellenic chapters on intramural rules and promoting good sportsmanship. She works with intramurals and IFC to plan a sports seminar for all chapters participating in sports to voice concerns and review rules. She serves as the liaison between the chapters of Panhellenic and Intramurals. She is responsible for keeping track of offenses reported. She is Responsible for assisting the Chief Justice in compiling administrative information. She will work with Chief Justice to plan a Sorority Field Day and coordinate so that at least one of them is present at every intramural game. She will meet with the Chief Justice on a bi-weekly basis.

Community Service/Philanthropy Coordinator- Service is a main focus of Panhellenic. This coordinator organizes at least one Panhellenic Service project per semester, usually in the form of a walk or a “drive”. She also promotes Panhellenic involvement in service events around campus and the FIU community. She will work with Community Service chairs from the Greek/FIU community to support community service events already scheduled. She is responsible for building relations with FIU’s Center for Leadership and Service in order to provide the Panhellenic community service opportunities, whether in the form of passive or active programming.

Programming- This Coordinator serves as the event coordinator for Panhellenic council. She is responsible for planning all sorority mixers, Greek mixers and other social events. She will also assist with NPC Pride Week in the spring semester and Women’s Empowerment Week in the fall. She will also assist the VP in planning any NPC programs or conferences.

Public/Council Relations-This coordinator is responsible for covering any Panhellenic external PR, including but not limited to: developing a faculty and staff appreciation program, press releases, radio and TV news ads, and other news outlet information. She is also responsible for working with other councils to plan events that foster Greek unity. She shall plan a program to unite the members of Panhellenic council and promote Panhellenic spirit (Internal PR).

New Member Education/ Risk Management Coordinator-This coordinator is responsible for organizing the New Member Orientation and creating a New Member handbook each fall with study tips and information for new members. This coordinator is in charge of planning information and education sessions and events. She is also responsible for educating all chapters on alcohol safety, hazing and women’s health issues. She will work directly with the Programming coordinator to ensure that risk management aspects are incorporated into every event.

Publications/Historian Coordinator-This coordinator is responsible for any *internal publications* needed by the other coordinators and PC E-board, including newsletters, flyers and creating the Greek Yellow Pages. This coordinator is responsible for visiting different events and collecting photographs and information. She is also responsible for decorating and updating the various Panhellenic boards on campus, creating a Panhellenic scrapbook, as well as for creating and maintaining the Panhellenic website. Website experience is required.

Assistant Recruitment Chair- This chairwoman is in charge of meeting with the VPMR on a minimum bi-weekly basis. She will assist the VPMR with recruitment logistics, meetings, and leading the Rho Gamma Retreat, which will be planned with the assistance of the VPMR. She must attend the minimum required orientations as determined by the VPMR, assist when necessary in planning pre-recruitment events, and create Rho Gamma schedule for Orientations. Previous Rho Gamma/Recruitment experience strongly preferred, but not required.

Scholarship- This chairwoman is primarily responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual achievement within the Panhellenic Council. She shall maintain connection with Order of Omega, Rho Lambda, and Omicron Delta Kappa to collaborate events that foster academic and scholarship excellence. She shall oversee the implementation of “Panhellenic Scholar of the Month” and shall inform the Panhellenic community of scholastic/career development programs offered by the Learning Center and Career Services.