



NPHC 2017 Executive Board Application

Qualifications and Responsibilities of Officers:

- NPHC officers must be in good standing academically and financially with their respective NPHC affiliate organization
- NPHC officers shall have and maintain a Cumulative GPA of 2.5
- No more than two (2) members from any one (1) organization may serve as officers. Should there be more vacancies than willing representatives from chapters; the position shall be open to any organization willing to fill it
- NPHC Executive Board members shall not serve as their chapter's delegate
- NPHC officers are required to give a bimonthly report at every meeting

General Board Expectations:

- Must attend Tri Council Officer Installation on November 16, 2016 TBA at end of year reception.
- Must attend January retreats
- Must attend ALL NPHC Executive and General Body meetings (Every Tuesday at 4:30 pm- 6:00 pm)
- Must attend recruitment opportunities including spring fest, spring invitational, summer orientation and
- Greek 101
- Must attend NPHC Council sponsored events

Time:

- Must attend weekly one-on-one meetings with the council's advisor
- You must be available to attend council meetings once on a bi-weekly basis (approx. 1 hour)
- You must also attend executive board meetings once on the bi-weekly basis as well (approx. 2 hours)
- Overall work time depends on the position. Officers who handle event preparation may spend about 6-8 hours a week in the Greek Life office or working on materials outside the office prior to their event
- If an officer's absence is unavoidable, a written communication should be submitted to the Advisor 24 hours prior to the meeting

Personal Skills:

- **Prepared:** You cannot wait until the last minute to start preparing for any meetings or events. The earlier you plan the smoother things will run. Outside preparation is very effective at lightening the work load during the semester
- **Organized:** Keep a folder with multiple revised documents for each of your tasks. (Make sure you save updates to the I:Drive on the computers in Greek Life) This will help you stay on task and it will make things simpler for your predecessor
- **Consistent and Patient:** Sometimes it can be hard to get multiple organizations on the same page. You must be consistent in your communication and be patient when it comes to handling the situation. All of our organizations are unique and we have to work with each of them accordingly
- **Team-Player:** Each exec member is assigned a specific role; however they must be mindful that they're all required to work towards accomplishing the overall goals of the council. Board members must together and work on various projects even if it isn't in their job description
- **Respectful:** Exec members lead the council, they don't make it. They must be respectful of one another and the organizations that comprise NPHC. This means giving the council a voice and allowing them to follow protocol and make executive decisions. It's not about the individuals it's about the group
- **Self-Driven:** You represent more than just your chapter; you represent Greek Life on LSU's campus. That's a big responsibility. This isn't just a line on your resume. It's huge commitment. Everyone needs to be prepared to pull their own weight and help others as well. The ultimate goal is for the council to grow and move forward



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Treasurer shall:

- Be responsible for the general finances of the NPHC
- Be responsible for the prompt payment of all bills of the NPHC
- Receive all payments due to the NPHC, collect all dues and inform the President of those member fraternities/sororities who may be financially ineligible to vote
- Be responsible for all deposits, balancing of the checkbook, and writing of receipts as well as notifying members of the NPHC regarding all internal affairs (e.g. fines, notices, etc...)
- Be responsible for the preparation of an annual budget to be approved at the beginning of each calendar year
- Maintain all financial accounts of the NPHC via the NPHC Advisor
- Serve as Fundraising Committee chair
- Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws

**** ALL Executive Board Applications are due to the Office of Greek Life no later than Friday September 1st. Interviews for the Treasurer position, will be held the following week.**



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Applicant Information

Applicant Name: _____ Date: _____
Last First M.I.

Position Applying for: _____

Organization: _____

Classification: _____

Expected Graduation: _____

Email Address: _____

Phone #: _____

****It is extremely important you give a phone number where you can be reached.**

List all leadership positions held within your chapter (currently and previously).

List any other campus organizations and any other responsibilities, such as a job, that you would have and may be time consuming for the 2014 year.

If you were not selected for this position, would you be willing to run for other positions? If yes, what positions would you consider running for?



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Please list any positions you would not accept.

What do you think you could offer to this position?

What do you feel is the current state of LSU-NPHC and what would you do, if anything, to improve it?

Please list any additional comments that you would want the slating committee to consider.



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Statement of Chapter Support

I _____ President of _____ Fraternity/Sorority, Inc.

certify that _____ is in good standing with this organization and has the chapter's

full support.

Chapter President