NPHC 2018 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 at 6pm on November 15, 2017 at the Faculty Club.
- Must attend Tri Council Exec Board Training on January 8-9, 2018 in the Greek Life Office.
- Must attend Tri Council on January 12-13, 2018 @ the Judson Retreat Center (overnight retreat).
- **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:

- NPHC Executive Board training January 8, 2018 10-5pm and January 9, 2018 10am-5pm.
- 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 a weekly basis as well (approx. 1 hour)
- 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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President shall:
- Have overall responsibility for the operation of the NPHC
- Call and preside at all regular, Executive Council and special meetings of the NPHC, ensuring that they are conducted with decorum and discipline
- Chairs the Planning Committee
- Appoint committees and serve as executive member of all committees
- Represent, or appoint a representative for, NPHC at all meetings dealing with the welfare of the Council
- Attend weekly Greek Board of Directors meetings as NPHC Board member- Thursday at 4:30 pm
- Confer with the Executive Council concerning appointments of delegates to committees
- Remain neutral on all issues requiring a vote and shall only serve as the deciding vote in all ties with exception of impeachment matters
- Maintain a complete up-to-date President’s file of all material pertinent to the running of the Council
- Chair of Fall and Spring Greek 101 Sessions, Co-chair of MLK Commemorative Vigil
- Co-Chair Annual NPHC Homecoming Step Show & Appoint Co-Chair with direction from the NPHC Advisor
- Responsible for all official NPHC correspondence
- Enforce the laws and by-laws of this Constitution
- Maintain a working relationship with the NPHC Advisor & Greek Life and serve as liaison between the University, the community, other Councils, and NPHC
- Plan and Facilitate the NPHC Delegate Retreat(s)

1st Vice President shall:
- Perform the duties of the President in his/her absence, inability to serve, removal from office, or at his/her call.
- Preside over all NPHC committees and be responsible for any special projects assigned by the Executive Board
- Serve as Community Service and Programming Chair to include the implementation of one service project per semester
- Serve as alternate delegate to the Greek Board of Directors (GBOD)
- Maintain a close working relationship with the President
- Be responsible for assisting the President as requested and shall serve as liaison between all committees and the general body, with the exception of the Judicial Board
- Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws
- Co-Chair the MLK Commemorative Vigil
- Chair of Fall and Spring New Member Presentation

2nd Vice President shall:
- Perform the duties of the 1st Vice-President in his/her absence, inability to serve, removal from office, or at his/her call.
- Serve as Social Activities Committee Chair
- Serve as delegate to the Black Student Union (BSU)
- Coordinate and/or supervise the activities of the Body
- Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws
- Chair of the Fall Step Up or Step Aside Step Show
- Chair of Spring NPHC Step Show
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3rd Vice-President shall:
- Perform the duties of the 2nd Vice-President in his/her absence, inability to serve, removal from office, or at his/her call
- Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws
- Serve as Public Relations chair
- Serve as Academic Committee chair
- Preside over NPHC Social media accounts
- Responsible for the development and distribution of all NPHC marketing materials
- Facilitate the NPHC A-Jar Scholastic Initiative

Secretary shall:
- Keep an up-to-date roster of the members of the NPHC, and take roll call at every NPHC meeting
- Be responsible for keeping a record of attendance for all representatives at meetings, activities and programs
- Be responsible for keeping an accurate and strict record of all proceedings of the Council and shall keep record of all documents of the Council
- Be responsible for keeping an accurate record of minutes for all meetings, keeping these minutes readily available at all times and distributing these minutes to all NPHC Presidents
- Be responsible for the official correspondence of the Council and correspondence with the NPHC Advisor
- Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws
- Be responsible for keeping a current calendar of all NPHC and individual organization events

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

Parliamentarian/Accountability Board Chairman shall:
- Be responsible for maintaining order in NPHC meetings according to Robert’s Rules of Order
- Serve as Accountability Board Chairman of the NPHC Accountability Board (A-Board) to include the planning and implementation of the Accountability Board Training
- Be responsible for handling all impeachment requests, determining their validity, and reporting them to the Accountability Board
- Enforce the laws and by-laws of this Constitution
- 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 October 13, 2017. Interviews for the ALL Positions, will be held on October 30th and will be scheduled accordingly.
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 2018 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.
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