Panhellenic Executive Board Positions & Responsibilities:

General Requirements:
- Must be available for weekly meetings Mondays at 3:45pm, Wednesdays at 3:30 pm, and individual meeting with advisor.
- Must be in Baton Rouge for the summer to work in the Greek Life office if position denotes that.
- Must be available July 29th-August 17th for recruitment preparation, recruitment counselor training, and formal recruitment.
- You must have a cumulative 2.8 GPA as of Fall 2018.
- Cannot have a sister coming through recruitment

Panhellenic President:
- Represent Panhellenic at various University events, committees, summer recruitment functions, and at weekly meetings
- Serve as Panhellenic liaison at monthly Presidents’ Cabinet and Greek Fee Advisory Board Meetings
- Schedule and host monthly presidents’ lunches
- Greek Presidents’ Class in Spring HRE 4809 (strongly encouraged)
- Serve as Panhellenic liaison for Greek Board of Directors (Thursdays @ 4:30pm)
- Preside over Council Meetings and Executive Board Meetings
- Stay in constant contact with chapter presidents
- Work with the VP Administration to plan and coordinate Panhellenic Council retreats in the spring and fall
- Help make decisions and facilitate discussions within the Executive Board
- Work closely with the Panhellenic Advisor, Beth Newell
- Collect and facilitate the consensus of men’s fraternity philanthropies for sorority presidents each year
- Must be in Baton Rouge during the summer and work daily in the Greek Life Office
- Assist VP Recruitment with any tasks she needs completed such as returning phone calls, attending Recruitment informational sessions during the spring and summer, field questions from Potential Members and their parents about the Recruitment process, etc.
- Contact person for recruitment infractions and follow the NPC guidelines
- Lead Recruitment Special Teams whose responsibilities include but are not limited to: (responsible for all recruitment supplies to include inventory (purchase and replenish) as well as daily distribution of supplies, responsible for the set up and organization of Lod Cook recruitment storage, secure walkie-talkies and golf carts, order tents, chairs, fans, tables, trash cans, etc., coordinate with All-star catering for PMs, manage parking and security)

Vice President of Administration & Accountability:
- Work with the President to plan and coordinate Tri Council Retreat PHC Breakouts
- Plan and execute new member retreat in Fall
- Attend weekly meetings with PHC council, Exec, committee directors and Beth
- Attend events in the absence of the President
• Oversee all committee events and activities
• Work with Exec to select committee heads and members
• Stay informed of the activities of all committee directors
• Serve as the liaison between committee heads and exec
• Call and preside over all Judicial Board hearings
• Work with exec to select Judicial Board members and train all judicial board members at a Judicial Board workshop
• Interpret and maintain the Panhellenic Constitution, by-laws, and Recruitment Rules
• Maintain a complete and current file of all materials related to this office such as: constitution, NPC judicial procedures, J-Board handbooks, etc.

Vice President of Recruitment:
• Follow the Recruitment task timeline which begins in January
• Coordinate and conduct Spring and Fall Recruitment 2019
• Plan Panhellenic spring and summer Recruitment informational sessions in cities across the state; must attend and speak to the potential members
• Attend all freshmen informational sessions during summer orientations
• Plan and conduct meetings with recruitment chairmen, presidents, and advisors throughout the spring semester and summer
• Correspond with recruitment chairmen and advisors throughout summer
• Must be in Baton Rouge during the summer and work daily in the Greek Life Office

Vice President of Public Relations:
• Responsible for all social media networks including but not limited to: PHC Facebook, PHC Blog, PHC Twitter, PHC Instagram and PHC Pinterest
• Shall organize and execute public relations functions and events to promote the Panhellenic community in a positive light
• Develop and maintain positive reputation for the Panhellenic Community
• Responsible for any advertising or promotion of events put on by any Panhellenic Council committee or the Panhellenic Executive Board. Ensure awareness of all upcoming events for the Panhellenic Council
• Take pictures during Recruitment week
• Shall promote academics through social media
• Work with Dir. of Rec. Publications to create and execute Recruitment PR plan
• Responsible for sending council updates to the Greek Life website director
• Design and distribute information regarding any PHC t-shirts including but not limited to: Trick or Treat Down the Row, Go Greek shirt, PHC Community shirt, Council t-shirt, etc.

Secretary:
• Take attendance and keep record for every Panhellenic gathering (meetings, retreats, etc.)
• Attend and prepare agendas and minutes for every Panhellenic Meeting in a timely fashion
• Send weekly reminders for both PHC and Exec in order to assemble agendas
• Prepare agendas, powerpoints, and minutes for Panhellenic Exec and Council Meetings
• Type up all contact sheets, letters, etc. for Panhellenic
• Take roll during recruitment counselor trainings
Treasurer:
- Balance and maintain Panhellenic checkbook
- Make deposits
- Write checks and pay bills on time
- Collect dues and other fines from each sorority (Fall and Spring)
- Filing and recording receipts
- Design the Panhellenic General and Recruitment budgets
- Update the Panhellenic budget bi-monthly

Director of Recruitment Publications:
- Be responsible for the creation, contact, and coordination of The PM Journal, Girl Talk, and PHC Recruitment components of the Greek Tiger
- Design and order Recruitment philanthropy t-shirt
- Work with VP Public Relations to create and execute Recruitment PR plan
- Attend all recruitment related meetings
- Coordinate Recruitment sponsors and donations
- Must be in Baton Rouge during the summer and work daily in the Greek Life Office

Director of Recruitment Registration:
- Supervise the recruitment registration staff and process for both Fall and Spring Recruitment
- Maintain summer statistics
- Supervise on-campus living spreadsheets and communicate with Residential Life when needed
- Run council computer team and train chapter computer teams
- Supervise potential member selections
- Mail out Girl Talk upon registration completion
- Print bid cards and nametags
- Attend all recruitment related meetings
- Must be in Baton Rouge during the summer and work daily in the Greek Life Office
- Responsible for the set up and organization of Lod Cook Recruitment office

Director Recruitment Counselors:
- Attend all recruitment-related meetings
- Must be able to cooperate well with fellow member of personnel team
- Must be in Baton Rouge during the summer and work daily in the Greek Life Office
- Be open and willing to assist in any of the duties of Dir. of Rec. Operations
- Work with Director of Rec. Operations to organize and direct the Recruitment Team selection
- Be responsible for all communication to the Recruitment Counselors
- Directly supervise Recruitment Counselors
- Organize and direct the Recruitment Counselor training for the spring semester retreats, summer quizzes, and August training week
- Maintain summer personnel calendar
- Schedule the Gamma Chis’ group numbers, stations, and work schedules for Recruitment week with Dir. of Rec. Operations

Director of Recruitment Operations:
- Attend all recruitment related meetings
• Must be able to cooperate well with Dir. of Rec. Counselors
• Must be in Baton Rouge during the summer and work daily in the Greek Life Office
• Be open and willing to assist in any of the duties of Dir. of Rec Counselors
• Work with Dir. of Rec. Counselors to organize and direct the Recruitment Team selection
• Responsible for all communication to the Operations Team
• Directly supervise the Operations Team
• Coordinate Recruitment training details (Rain Plan)
• Direct and assist in the completion of Recruitment binders
• Schedule the Gamma Chis’ group numbers, stations, and work schedules for Recruitment week with Dir. of Rec. Counselors
• Organize and prepare recruitment supply and shopping lists