Dear Potential Officers of the 2017 Panhellenic Association Executive Board,

Thank you for considering an executive position with the University of Nebraska – Lincoln Panhellenic Association. Please read through all of the information in this application carefully, as you may find that there is more than one position you are interested in.

I encourage all applicants to be aware of Panhellenic rules and events before completing the application; it will greatly help to prepare you for the application process and the position, if you are selected. If you have any questions about the application procedure, please feel free to contact me at unlpanhellenic@gmail.com. Should you desire further clarification for a specific position, please contact the current Executive Board member and she will assist you. The current Executive Board members are great resources for additional information about the duties and time requirements of their respective positions and about being on the Executive Board in general.

Please do not feel limited or constrained by these officer descriptions because our council encourages creativity and improvement. We have worked hard to improve the cohesiveness within our Panhellenic Community and we would like to challenge the future officers to take what we have done and make it that much better. Being a part of the Panhellenic Executive Board is an amazing way to get involved and to give back to an institution that has influenced our lives in a positive way. It is a challenging experience that you will learn from, but it is also a rewarding way to see all your hard work help to shape the lives of others in our community.

Thank you for taking the time to apply. Joining the Panhellenic Association as an Executive Board member is an amazing way to make a difference.

With Panhellenic Pride,

Mary Kroupa
Vice President of Administrative Affairs
UNL Panhellenic Association
Panhellenic Executive Application 2017

The Panhellenic Executive Board is a council comprised of nine active sorority members who have been elected as leaders in the Greek Community at the University of Nebraska-Lincoln. Though the efforts of the council are often collective, each position comes with its own specific responsibilities. In addition to coordinating the affairs of the Panhellenic member sororities, the Panhellenic Executive Board also works with the Interfraternity Council, Multicultural Greek Council & National Pan-Hellenic Council executive boards as well as faculty and staff in the Office of Fraternity and Sorority Life.

Qualifications

- You must have a cumulative GPA of 3.0 or better
- You must be a full-time student, as defined by the University of Nebraska-Lincoln
- You must be an active member in good standing of a women’s Greek-letter organization, and a member sorority of the Panhellenic Association
- No candidate may apply for a position which was held by a member of her own chapter on the 2016 Panhellenic Executive Board
- No more than one member of a chapter may serve on the Executive Board during the same term
- Presidential candidates must have been either a member of the Panhellenic Delegates’ Council, have previously held a position on the Panhellenic Executive Board, served on the Executive Board of her own chapter, or have been a Recruitment Guide and attended at least one regular Delegates’ Meeting
- Candidates for the Vice President of New Member Outreach and Development must have previously served as a recruitment guide (Rho Gamma) or must have served on the Panhellenic Executive Board
- Members of the 2017 Panhellenic Executive Board may not serve as her Chapter’s President, Recruitment Chair, or Panhellenic Delegate for the calendar year of 2017

Important Dates

Applicants should meet all deadlines, and be available for the October 18th and November 3rd meeting dates. If you are slated for a position, you will be asked to prepare a speech of candidacy, no longer than 3 minutes long, to be give on November 3rd. If you are nominated for an Executive Board position, and accept to contest the slate, you will be asked to give a candidacy speech as well. As elections are open to all who wish to attend from the Greek community, on November 3rd, candidates are encouraged to bring chapter executives, members, friends, etc.

Applications Released
September 01
Fraternity and Sorority Website

Applications Due
September 23
11:59 PM, Online

Letter of Recommendations Due
September 27
11:59 PM, Online

Applications Distributed for Review
September 28
Sent to Chapter Presidents via email

Interview Time Selections
September 30
Doodle poll sent via email

Chapter Slates Due
October 06
11:59 PM to email

Interviews
October 18
5:00 pm, Nebraska Union

Slate Presentation
October 20
4:30PM, Delegates’ Meeting

Nominations Due
October 25
4:30PM, Delegates’ Meeting

Elections
November 03
4:30PM, Delegates’ Meeting

Officer Transitions
November 11
6:00 PM, Regency Suite Nebraska Union

Officer Installation
December 01
5:30 PM, Unity Room 212 JGMC

Position Descriptions
To see full position descriptions please reference the University of Nebraska-Lincoln Panhellenic Association Bylaws.
President | All applicants must have either been a member of the Panhellenic Delegates’ Council, have previously held a position on the Panhellenic Executive Board, held an Executive Board position in her own chapter, or been a Recruitment Guide and attended at least one regular Delegates’ Meeting. The President presides over all regular and special meetings of the Executive Board, as well as all meetings of the full Panhellenic Council. She has the power to call special meetings as she deems necessary, and she may cast a vote in the case of a tie, when appropriate. She attends weekly meetings with the Panhellenic Advisor, and Office of Fraternity and Sorority Life Staff and hosts monthly President Roundtables. She serves as a representative and liaison on the Vice Chancellor’s Student Affairs Advisory Council (SAAC) and Association of Students at the University of Nebraska-Lincoln (ASUN). Additionally, she serves as the co-chairman for the Emerging Panhellenic Leadership Council and Vice-Chairman for the Judicial Board.

Vice President of Administrative Affairs | No restrictions on eligibility. In the absence of the President, the Vice President of Administrative Affairs is responsible for the conduction of meetings. She is also responsible for implementing and overseeing the Panhellenic Judicial Board and Panhellenic Committees. She is responsible for keeping minutes of all Panhellenic proceedings. She serves as the coordinator and record keeper for the Greek Excellence Awards. She attends weekly meetings with the Panhellenic Advisor. She is responsible for all Panhellenic correspondence, the Panhellenic Manual of Information, officer elections and transitions, as well as updating the Panhellenic constitution, bylaws, policies, resolutions, and best practices. She also serves as the Panhellenic contact for the NPC Area Advisor.

Vice President of Recruitment Management | It is strongly recommended that this individual have previous experience as a Recruitment Guide or a chapter recruitment chair and/or held a position on the Panhellenic Executive Board. The Vice President of Recruitment Management is responsible for the year-round planning and execution of sorority recruitment. She must work in cooperation with the staff in the Office of Fraternity and Sorority Life, the Vice President of New Member Outreach and Development, and the Panhellenic Executive Board to plan and execute all aspects of primary recruitment. She conducts regular meetings with the chapter recruitment chairs and works in cooperation with the Director of Fraternity and Sorority Life to build positive relations with chapter leadership and alumni advisors. She will attend weekly meetings with the President of New Member Outreach and Development, the Vice President of Recruitment Development, and the Panhellenic Advisor. In order to successfully coordinate sorority primary recruitment, she must reside in Lincoln and is required to work in the Office of Fraternity and Sorority Life during the summer months. Duties include participation in New Student Enrollment and assisting in general office functions as assigned. She will be compensated for her work during the summer months. Note: This position was formerly known as the Vice President of Recruitment.

Vice President of New Member Outreach and Development | All applicants must have previously held a position as a Recruitment Guide or on the Panhellenic Executive Board. The Vice President of New Member Outreach and Development is responsible for all Recruitment Guide activities, including selection and training. She is the instructor of the spring curriculum and a series of pre-recruitment training sessions required of all Recruitment Guides. She serves as the liaison between the Recruitment Guides and the Panhellenic Executive Board and serves as the chairman for the Emerging Panhellenic Leadership Council. She attends weekly meetings with the Panhellenic Advisor. She conducts programming specifically for new members and chapters’ new member educators. In addition, she assists the Fraternity and Sorority Life Office staff in planning and coordinating New Member Summit. She will attend weekly meetings with the Vice President of Recruitment Management, the Vice President of Recruitment Development, and the Panhellenic Advisor.

Vice President of Finance | It is strongly recommended that this position be filled by a Finance/Accounting major and/or a former financial officer for a campus or community organization. The Vice President of Finance is responsible for the general supervision of all Panhellenic Association finances. She must keep a timely record of expenses as well as prepare an annual budget. Once the budget has been approved, she provides a copy for each Panhellenic Association member upon request. She is responsible for paying the annual National Panhellenic Council dues and all bills of the University of Nebraska-Lincoln Panhellenic Association. The Vice President of Finance will have weekly meetings with the Director and/or Program Assistant for the Office of Fraternity and Sorority Life.

Vice President of Programming and Member Development | No restrictions on eligibility. The Vice President of Programming and Member Development is responsible for all council programming. She serves as the council’s liaison to University Program Council. She will coordinate the Council’s Academic Excellence Program and all related programs and initiatives, which includes having development conversations with chapters who fall below the all-women’s GPA. She also serves as the council’s risk management coordinator. This includes the planning and implementation of all risk management initiatives and workshops to educate all related chapter officers. She will plan education and
academic programming for all chapters, specifically those who fall below all-women’s GPA. She will attend weekly meetings with Panhellenic Advisor.

**Vice President of Philanthropy and Community Outreach** | No restrictions on eligibility. The Vice President of Philanthropy and Community Outreach is the liaison for all partner organizations that require additional collaboration, specifically with regards to fundraising and securing of sponsorship. She will work with the Office of Fraternity and Sorority Life Program Assistant to coordinate and promote chapter philanthropies on campus. The Vice President of Philanthropy and Community Outreach will serve as a contact and coordinate as well as co-sponsor service projects and philanthropies with other campus organizations, including efforts to raise funds for the Circle of Sisterhood, the council’s philanthropic partner. She will attend weekly meetings with the Panhellenic Advisor.

**Vice President of Public Relations** | Strongly recommended to be a Advertising/Public Relations/Communications major/minor. The Vice President of Public Relations serves as the chair for the Public Relations Committee. She is the liaison for campus publications, and is responsible for Panhellenic press releases, the web page, social media, scrapbooking, photos, etc. She also oversees and plans a public Officer Installation Ceremony and a Faculty Recognition Program. She will assist in the organization and promotion of all-Greek philanthropies. She will plan a public officer installation ceremony and a faculty recognition program. She will attend weekly meetings with the Panhellenic Advisor.

**Vice President of Recruitment Development** | It is preferred that applicants be interested in running for Vice President of Recruitment Management in the next executive election. The Vice President of Recruitment Development is responsible for the planning of the sorority edition of Greek Preview in conjunction with the Office of Fraternity and Sorority Life. In addition to, creating information sessions for PNMs, parents, and chapters during Greek Preview and primary recruitment. She will also oversee and help to plan Open Recruitment activities. She will assist the Vice President of New Member Outreach and Development with the Recruitment Guide training sessions in the spring and prior to primary recruitment in the summer. She will also work closely with the Vice President of Recruitment Management in the planning of primary recruitment. She will also assist in the process of Extension, should it arise. She will attend weekly meetings with the Vice President of Recruitment Management, the Vice President of New Member Outreach and Development, and the Panhellenic Advisor. **Note:** This position was formerly known as the Assistant Vice President of Recruitment.

**Contact Information for the 2016 Executive Board**

Please contact the current Panhellenic Executive Board member for each position you are interested in if you have any questions.

**President** | Morgan Battes, mbattes@icloud.com, Chi Omega

**Vice President of Administrative Affairs** | Mary Kroupa, mary.kroupa@huskers.unl.edu Alpha Xi Delta

**Vice President of Recruitment Management** | Elizabeth Sanderson, elizabethsand9@gmail.com, Kappa Delta

**Vice President of New Member Outreach and Development** | Sydney Rhoades, snrhoades610@gmail.com, Alpha Delta Pi

**Vice President of Finance** | Morgan Heimes, morganheimes@gmail.com, Gamma Phi Beta

**Vice President of Programming and Member Development** | Kylie Beck, kbeck94@gmail.com, Alpha Chi Omega

**Vice President of Philanthropy and Community Outreach** | Madison Costello, madison.r.costello@gmail.com, Delta Gamma

**Vice President of Public Relations** | Becca Mann, beccammann@gmail.com, Phi Mu

**Vice President of Recruitment Development** | Madeleine Adams, madamsanna@gmail.com, Alpha Phi

**Application Attachments**

Complete applications should include the elements listed below, all of which may be submitted at [http://go.unl.edu/PHAExecApp](http://go.unl.edu/PHAExecApp). The letter of recommendation, and affirmation of good standing are online fillable forms. **Note:** Two letters of recommendation are required, one by a chapter advisor/officer and one from an individual who is not associated with your chapter in an advisory or membership capacity. The
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second recommending individual may share your chapter affiliation. Also: Please prepare a speech of candidacy, no longer than 3 minutes long, to be given on November 3rd, if slated or nominated.

- Application, http://go.unl.edu/PHAExecApp
- Two ‘Letter of Recommendation’ Forms
- The ‘Affirmation of Good Standing’ Form
- Your answers to the supplemental questions
- A current Resume
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APPLICANT | Give this form to someone with whom you have worked, who can speak to your personality and abilities.

RECOMMENDER | Return it to the applicant or email a scanned copy to unlpanhellenic@gmail.com or mail it to P.O. Box 880458 Lincoln, NE 68588-0458. Please be mindful of the application deadline of September 23rd.

Applicant Name

Recommender Name

Relationship to Applicant

Phone

Email

Please rate the applicant in the following categories using the following scale. 0=Below Average, 1=Average, 2=Above Average, 3=Excellent

____ Punctuality
____ Initiative/Maturity
____ Attitude
____ Problem Solving Skills
____ Communication Skills
____ Effectiveness as a Role Model

Would you recommend the applicant to serve as recruitment guide for the UNL Panhellenic Community?
☐ Would NOT Recommend
☐ Neutral Recommendation
☐ Would Recommend
☐ Would HIGHLY Recommend

Additional Comments | Please use a separate page if necessary.

Signature

Date

APPLICANT | Give this form to a chapter advisor who can verify your standing within your organization. You must also acquire your chapter president’s signature to verify your standing within your organization.
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ADVISOR | Return it to the applicant or email a scanned copy to unlpanhellenic@gmail.com or mail it to P.O. Box 880458 Lincoln, NE 68588-0458. Please be mindful of the application deadline of September 23rd.

Applicant Name

Advisor Name

Advisor Title

Phone

Email

President Name

Phone

Email

According to your chapter’s standards, is this applicant in good standing?

☐ YES

☐ NO

Additional Comments | Please use a separate page if necessary.

Advisor Signature

Date

Chapter President Signature

Date