

EXECUTIVE APPLICATION 2010

P a n h e l l e n i c A s s o c i a t i o n

The Panhellenic Executive Team is a council comprised of seven active sorority members who have been elected as leaders in Greek life 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 chapters, the Panhellenic Executive Team also work with the IFC, MGC, & NPHC executive teams as well as faculty and staff in the Greek Affairs office.

All Panhellenic Executive Team members are required to meet certain requirements, as listed in the University of Nebraska–Lincoln Panhellenic Association by-laws.

All applicants must . . .

- have a cumulative GPA of 3.0 or better
 - be a full-time student, as defined by the University of Nebraska–Lincoln.
 - be an active member, in good standing of a women’s general Greek-letter organization.
- No candidate may apply for a position which was held by a member of her own chapter on the 2009 Panhellenic Executive Team.
 - No more than one member of a chapter may serve on the Executive Team during the same term.

The individual positions, along with any restrictions on eligibility, are as follows:

PRESIDENT: *All applicants must have either been a member of the Panhellenic Delegates’ Council or have previously held a position on the Panhellenic Executive Team.* The President presides over all regular and special meetings of the Executive Team, as well as all meetings of the Panhellenic Presidents’ Council. The President has the power to call special meetings as she deems necessary, & she may cast a vote in case of a tie. She attends staff meetings with the Director of Greek Affairs, the Greek Affairs staff, & other representatives of governing Greek councils. Additionally, she serves as a representative of the Panhellenic Association on the Vice Chancellor’s Student Affairs Advisory Council (SAAC.)

VICE PRESIDENT: *No restrictions on eligibility.* In the absence of the President, the Vice President is responsible for conducting meetings. She is also responsible for implementing and overseeing Panhellenic Committees. She serves as the chair for the Risk Management Council, & as well as a co-chair with a member of the Interfraternity Council for the Greek Risk Management Summit. Additionally, she serves as the Greek liaison for ASUN. She is responsible for all Panhellenic programming, including making speakers arrangements.

RECORDING SECRETARY: *No restrictions on eligibility.* The Recording Secretary is responsible for keeping the minutes of all Panhel proceedings. She serves as the chair of the Panhellenic Social Council, the Panhellenic Scholarship Board and the Panhellenic Delegate Academic Committee. She also serves as the Panhellenic contact for the National Panhellenic area advisor. She is responsible for all Panhellenic correspondence, the Panhellenic Green Book, as well as updating the Panhellenic constitution and by-laws.

TREASURER: *No restrictions on eligibility.* The Treasurer is responsible for the general supervision of all Panhellenic Association finances. The Treasurer must keep a timely record of expenses, as well as prepare an annual budget. Once the budget has been approved by the Panhellenic Council, she provides a copy for each Panhellenic Association member upon request. The Treasurer serves as the chair of the Junior Panhellenic Council and the Panhellenic Delegates’ Activities Committee.

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DIRECTOR OF SORORITY RECRUITMENT: *Previous experience as a Recruitment Guide, or a member of a Panhellenic Executive Team preferred.* The Director of Recruitment is responsible for the year-round planning & execution of sorority recruitment. She conducts meetings with the recruitment chairs from each chapter and works in cooperation with the Recruitment Guide Coordinator. She serves as a co-chair of the New Member Education Council.

In order to successfully coordinate sorority formal recruitment, she must reside in Lincoln, & is required to work in the Office of Greek Affairs during the summer months. Duties include participation in New Student Enrollment as well as assisting in general office functions as assigned. A minimum of \$8.50/hour serves compensation for the hours worked during this time. At her discretion, she may appoint an assistant to aide her with recruitment. The optional assistant position is not monetarily compensated.

RECRUITMENT GUIDE COORDINATOR: *All applicants must have previously held a position as a Recruitment Guide (Rho Gamma.)* The Recruitment Guide is responsible for all Recruitment Guide activities, including selection and training. She serves as the liaison between the Recruitment Guides and the Panhellenic Executive Team. She works in conjunction with the Recruitment Director, & must reside in Lincoln during her term, including summer months. She serves as the co-chair of the New Member Education Council.

DIRECTOR OF PUBLIC RELATIONS: *No restrictions on eligibility.* The Public Relations Director serves as the chair of the Public Relations Council, the Philanthropy Council, & the Panhellenic Delegates' Service Committee. She also serves as chair of the All-Greek Dance Party, & is the Panhellenic Association representative for Homecoming & Greek Week. She is the liaison for the campus newspaper & other publications, & is responsible for Panhellenic press releases, the web page, scrapbooking, photos, etc.

A schedule detailing all deadlines and required election events is attached. If you intend to apply for a position, please note that your presence at each of these meetings is absolutely mandatory, with the exception of the optional "Meet & Greet" with the 2009 Panhellenic Executive Team. Speeches will be given in the Union. (The room will be posted on the daily schedule of events.) As this event is open to all who wish to attend, candidates are welcome to bring chapter executives members, friends, etc.

Thank you for your interest in being a part of the 2010 Panhellenic Executive Team! If you have any questions, feel free to contact me or the Office of Greek Affairs. On behalf of the 2009 Executive Team, we wish you the best of luck!

Sincerely,



Lindsay Ewy

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Schedule of Important Dates & Events

PLEASE NOTE THAT WITH THE EXCEPTION OF THE "MEET & GREET," ALL EVENTS ARE ABSOLUTELY MANDATORY FOR ALL APPLICANTS.

WEDNESDAY, OCTOBER 7	Applications are available online at unl.edu/greek
MONDAY, OCTOBER 12	"Meet & Greet" event with the 2009 Panhellenic Team. This will be held in the Greek Affairs Office at approximately 9:00 p.m., or upon conclusion of the "Do It Sober" event s of the evening. Presence at this event is not required of candidates.
FRIDAY, OCTOBER 30	Applications are due no later than 4:00 p.m. to the Office of Greek Affairs.
MONDAY, NOVEMBER 2	Applications will be distributed to the Panhellenic Delegates for chapter review.
MONDAY, NOVEMBER 9	Speeches will be given at 4:00 p.m. in the Nebraska Union. Look on the daily schedule for the room assignment. Following the speeches, a general Q & A session will be conducted.
MONDAY, NOVEMBER 16	Election of the 2010 Panhellenic Executive Team will be held at the 4:00 p.m. Panhellenic Delegates meeting. Before votes are cast, chapter representatives may ask additional questions of the applicants.
TBA	Officer Transitions with the 2009 Panhellenic Executive Team.



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P a n h e l l e n i c A s s o c i a t i o n

NAME

CHAPTER ASSOCIATION

PHONE NUMBER

CURRENT CUM. GPA

2010 ACADEMIC STATUS

EMAIL ADDRESS

Please check all offices for which you are interested in applying. Please remember that you cannot slate down to a position which you have not marked on your application.

- President Vice President Public Relations Director Recruitment Director
 Recording Secretary Treasurer Recruitment Guide Coord.

Please answer the following questions on a separate piece of paper. Each question should be a minimum of ½ page in length, single spaced.

1. What leadership experiences have you had? How will this experience help as a member of Panhel?
2. What are your ideas about promoting a sense of community within the Greek system?
3. How do you see Panhel being active all year, outside of recruitment?

Your Panhellenic Executive application should include:

1. This application (Please omit pages 1-3)
2. Your answers to the 3 supplemental questions listed above.
3. A Current Resume
4. A Letter of Recommendation from either a chapter executive officer, or a chapter advisor
5. **Please prepare a speech of candidacy, to be given at a designated place and time.**

I hereby authorize the Director of Greek Affairs, or her designee, to check my academic, disciplinary, and other institutional records to verify my eligibility to be a candidate for office.

SIGNATURE

DATE

RETURN YOUR COMPLETED APPLICATION TO THE OFFICE GREEK AFFAIRS NO LATER THAN 4:00 P.M. ON OCTOBER 30TH.