

University of Florida Panhellenic Executive Board Application

Name: _____
Classification: _____
Email: _____
UF ID: _____

Chapter: _____
Major: _____
Phone Number: _____
GPA: _____

Please indicate which position you are applying for: _____

Please submit the following items to ufpanhellenicpres@gmail.com and ufpanhelleniccvp@gmail.com by October 9th, 2024 at 5 PM:

- This application (PDF)
- Platform (PDF)
 - 2 pages maximum
- Resume (PDF)
 - 1 page maximum
- Professional Headshot

If selected for the Panhellenic Council Executive Board, you will be required to attend:

- 10/22, 7 PM @ Alpha Phi (*all candidates must attend*)
 - Speech Night and Elections
- 11/3, 6 PM @ TBD
 - Exec transitions
- 11/13, 6 PM @ TBD
 - Council transitions
- TBA
 - Greek Advance
- 2/6 - 2/8
 - SGLA

Following each candidates' speech of no longer than 600 words, there will be an opportunity for a pro, con, pro debate centered on the candidate's ability to serve in their designated position should they win the election. Please have at least one pro prepared by a member of a chapter different from the candidate's own chapter affiliation. Each pro may be no longer than one (1) minute and every debate must end on a pro. Officers shall serve for a term of one year or until their successors are selected. The term of office will begin after the induction ceremony at the annual Greek Awards and Officer Installation Banquet on November 13th. Officer training shall take place before the start of the Spring semester, beginning with transitions on Sunday, November 3th.

I, _____, understand the above statements and have thoroughly read through the officer eligibility requirements on the following pages.

Signature: _____

Date: _____

Specific Executive Officer Requirements:

All Executive Officers are required to:

- Maintain full-time student status and at least a cumulative 2.5 GPA during office;
- A candidate is eligible to hold a position on the Panhellenic Executive Board as long as she remains an active member of her chapter.
- Hold (2) scheduled office hours in the Panhellenic Office per week during the Spring and Fall semesters;
- Be a member of the Recruitment Executive Board and therefore not be allowed to recruit for her chapter;
- Submit an electronic report following the term of office;
- Attend and report at bi-weekly Panhellenic meetings;
- Attend and report at weekly Executive Council meetings;
- Attend all scheduled Panhellenic Association meetings (Executive or Recruitment) during Summer B;
- Work with the Executive Council in appointing Directors;
- Attend Greek Advance at the beginning of the Spring semester
- **All executive board members must be in Gainesville for the Fall and Spring. Only specific members must be in Gainesville for a designated time in the Summer semesters of their term.**
- Each executive board member cannot serve as an Executive Officer for her sorority while serving on the Panhellenic Executive Board;

President, Executive Vice President and Activities Vice President candidates must possess the following characteristics:

- Be listed for two semesters on the University of Florida Panhellenic Council chapter rolls; and Either (a) or (b) below:
 - a. Have held an executive office in her sorority for at least one semester prior to the semester of Panhellenic elections. However, the candidate cannot serve as an Executive Officer for her sorority while serving on the Panhellenic Executive Board; or
 - b. Have held any of the elected or appointed Panhellenic offices (appointments include only those made by the Executive Board).
- Have participated in Formal Recruitment as a Recruiter.
- Be a junior (third year) with one full academic year remaining

The candidates for **Communications Vice President, Finance Vice President, and Membership Vice President:**

- Must be a member of the Panhellenic Council and an initiated member of a University of Florida sorority for at least one semester prior to elections; and
- Have participated in Formal Recruitment as a Recruiter.
- Be a junior (third year) with one full academic year remaining

The candidates for **Assistant Membership Vice President and Assistant Activities Vice President:**

- Must be a member of the Panhellenic Council and an initiated member of a University of Florida sorority for at least one semester prior to elections; and
- Have participated in Formal Recruitment as a Recruiter.

Specific Executive Officer Duties:

The duties of the **President** shall be:

- To have overall responsibilities for the operation of the Panhellenic Council
- To call and preside over all regular and special Council meetings;
- To call and preside over all Panhellenic Council Executive Board meetings;
- To take the following oath: “I, (full name), do swear that I will faithfully execute the office of President of the Panhellenic Council of the University of Florida and will, to the best of my ability, preserve and protect the Constitution and Bylaws of the Panhellenic Council of the University of Florida;”
- To appoint all appointed offices, with the help of the Executive Board, and appoint all standing committees, Directors, Ad Hoc committees, if necessary;
- To represent the Panhellenic Council at all official functions of the University;
- To review, approve, and sign contracts involving the Panhellenic Council;
- To hold biweekly Roundtable meetings with Chapter Presidents;
- To review and approve all Panhellenic programming request forms; and
- To organize any award activity concerning the National Panhellenic Conference, Coalition for Collegiate Women’s Leadership Conference, or local awards that may arise.

The duties of the **Executive Vice President** shall be:

- To call and preside over all regular and special Council meetings in absence of the President;
- To serve as a representative of the Panhellenic Council at meetings or events which the President is unable to attend;
- To educate Recruitment Counselors, chapter members, and potential new members about judicial procedures and the Recruitment Compact;
- To chair all Judicial Committees as Chief Justice in relation to the Greek Judicial Board if an incident is determined by the committee. In cases where her chapter is involved, the Executive Vice President will appoint a temporary replacement, who must be a Panhellenic Executive officer;
- To review, and propose revisions to, when necessary, the Panhellenic Council Judicial Procedure;
- To revise the Constitution and Bylaws each Fall semester in collaboration with the President to be reviewed and voted on by the Panhellenic Council;
- To communicate with, and serve as a resource to, the directors of the sororities’ New Member Education programs and approve bid day activities;
- To be responsible for the proper functioning of the Sister Support Ambassadors;
- To approve, in conjunction with her Interfraternity Council counterpart, all sorority and fraternity philanthropy events and to create a calendar for each semester; and
- To be, in conjunction with her Interfraternity Council counterpart, the executor of the ARB constitution and coordinate all ARB/philanthropic events.

The duties of the **Activities Vice President** shall be:

- To be responsible for the proper functioning of the Activities Directors Board;
- To be responsible for the proper functioning of Activities Directors Board, overseeing planning and programming of the Activities Directors Board, and holding weekly meetings with the Directors and Assistant Directors (if deemed necessary);
- To report the progress of the Activities Directors Board to the Executive Board;
- To be responsible for the proper functioning of the Junior Panhellenic Council and to attend all meetings concerning that division;
- To serve as a representative of the Panhellenic Council as deemed necessary by the Panhellenic Council President;
- To coordinate all Panhellenic Director group functions;

- To review and approve all Panhellenic programming request forms; and
- Responsible for serving as a liaison between Office of Sorority and Fraternity affairs and the Executive Board regarding Panhellenic programming; and
- To teach and oversee the Assistant Activities Vice President in duties and responsibilities

The duties of the **Membership Vice President** shall be:

- To coordinate Panhellenic Recruitment, chair the Recruitment Executive Board, and ensure that the Panhellenic Recruitment Executive Board members fulfill their duties;
- To evaluate Formal Recruitment; this includes suggesting revisions to the Recruitment Compact; and
- To head the revision and updating of the Recruitment Compact, to be discussed and voted on annually.

The duties of the **Communications Vice President**:

- To schedule Panhellenic Council and Joint Panhellenic/Interfraternity meetings by the end of the previous Spring or Fall semester;
- To prepare and preserve an accurate account of all Panhellenic Council meetings;
- To call roll of each chapter at each meeting;
- To furnish the Panhellenic Advisor, Panhellenic Faculty Advisors, the NPC Area Advisor, and all Panhellenic Delegates with copies of all Panhellenic minutes;
- To act as the official liaison to the NPC Area Advisor and keep her informed about the University of Florida Panhellenic Council;
- To be responsible for all official correspondence of the Panhellenic Council;
- To handle all Coalition for Collegiate Women's Leadership memberships, registration, and conference attendance matters;
- To update the Panhellenic Council Archives, this lists significant events in the history of the University of Florida sorority system, and includes past Panhellenic officers;
- To hold meetings as needed with the chapter Panhellenic Delegates;
- To create a dinner time list of all sororities and fraternities and distribute accordingly for announcing purposes;
- To be responsible for the proper functioning of the Communications Directors Board; and
- To meet with the Directors listed above twice per month.

The duties of the **Finance Vice President** shall be:

- To prepare the semester budget and taxes, following its approval by the Panhellenic Council, provide a copy to each chapter;
- To review all payments, pay bills, and give receipts when necessary;
- To prepare a budget to be approved by the Panhellenic Council each semester and a financial report turned in at the end of the term in office;
- To submit a written report following the term of office to be filed in the Panhellenic files with the Panhellenic Advisor;
- To maintain the budgets of the individual divisions;
- To prepare monthly budget reports for the Panhellenic President; and
- To sign all checks involving the Panhellenic Council.

The duties of the **Assistant Membership Vice President** shall be:

- To assist the Membership Vice President with any matters she deems necessary;
- To create the Orientation Video for Recruitment Orientation;
- To organize preview session shifts for Recruitment Exec throughout the summer term.

The duties of the **Assistant Activities Vice President** shall be:

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- To be responsible for the proper functioning of Activities Directors Board, overseeing planning and programming of the Activities Directors Board, and holding weekly meetings with the Directors and Assistant Directors (if deemed necessary);
- To report the progress of the Activities Directors Board to the Executive Board;
- To serve as a liaison between the Activities Vice President and all directors and assistant directors;
- To create the agendas, take minutes and receive excuses for each Activities Directors Board meeting;
- To attend all events planned by the Activities Directors Board;
- To represent the Activities Vice President at events or meetings when deemed necessary; and
- To distribute a monthly calendar of events.