

Position Descriptions

All Executive Officers shall:

1. Serve a term of one calendar year, which shall begin before the end of fall quarter.
2. Place Panhellenic obligations before their member fraternity.
3. Disaffiliate from their member fraternity during formal recruitment.
4. Uphold the values and ideals of their member fraternity always, as well as those of the Panhellenic Association.
5. Attend PHA General Meetings and Executive Board Meetings
6. Complete Associated Fraternal Leadership & Values (AFLV) packet for individual position, if applicable.
7. Have at least a 2.5 Cal Poly cumulative GPA at the time of nomination/application and maintain a 2.5 quarterly GPA during their term

The President shall:

1. Be a junior/3rd year standing.
2. Have overall responsibility for the operation of the Panhellenic Association (PHA).
3. Preside over all executive council & regular meetings of the Panhellenic Association and call and preside over its special meetings.
4. Serve as an ex-officio member of all Panhellenic Association committees.
5. Call and preside over at least one President's meeting per quarter.
6. Meet weekly with the Panhellenic Advisor and Vice President (executive team).
7. Work with Presidents of the Interfraternity Council (IFC) and United Sorority and Fraternity Council (USFC) as necessary to represent and advance Panhellenic interests and improve Greek relations and visibility.
8. Serve as a liaison for the sorority community to University administration and community representatives.
9. Serve as liaison for member chapter Presidents.
10. Serve as a member of the recruitment team.
11. Serve as a member of the Extension committee.
12. Submit a year-end report to the Dean of Students department within two weeks after elections.
13. Serve on the Student Community Liaison Committee (SCLC) and attend monthly meeting representing Panhellenic.

The Vice President shall:

1. In the absence of the President, assume all of her duties and preside over official Panhellenic meetings.
2. Not be from the same chapter as the President (recommended).
3. Be responsible for planning activities, forums and discussions to keep members of the Panhellenic Association current on topics relevant to sorority, Greek, student and community life.
4. Meet weekly with the Panhellenic Advisor and President (executive team).
5. Coordinate annual election process for Panhellenic Executive officers.
6. Plan the officers' installation ceremony.
7. Plan and oversee New Member Education programs.
8. Serve as liaison for member chapter Delegates.

9. Be responsible for the elections and training of the Junior Panhellenic Board members
10. Conduct meetings with all member chapters' Scholarship chairs at least quarterly to brainstorm and share best practices.
11. Offer resources to member chapters to improve scholastic performance and to support members in need.
12. Recognize members on the Dean's List.
13. Recognize member chapters for their academic accomplishments (ie: improvement, achieving GPA above All Women's Average, top chapter GPA, etc).

The Vice President of Recruitment shall:

1. Be responsible for planning and executing Panhellenic formal recruitment.
2. Be responsible for overseeing Continuous Open Bidding (COB)
3. Coordinate recruitment planning meetings with chapter recruitment officers.
4. Prepare all recruitment materials for potential new members and recruitment officers.
5. Represent the Panhellenic Association when a recruitment infraction is in question.
6. Not be from the same chapter as the President (recommended).
7. Must have junior/3rd year standing.
8. Be responsible for selecting and training the Recruitment Counselors, in conjunction with the Recruitment Team.
9. Work in conjunction with the Public Relations Chair to coordinate the chapters' efforts at Open House (ie: implement and distribute guidelines, etc.)
10. Organize a parent orientation during freshmen move-in.

The Assistant Recruitment shall:

1. Be responsible for recruiting, selecting and training the Recruitment Counselors, in conjunction with the Recruitment Team.
2. Coordinate Recruitment Counselor retreat in Winter or Spring quarter, trainings for Spring quarter and Fall trainings prior to formal recruitment.
3. Assist the Recruitment Chair with coordination and implementation of formal recruitment.
4. Work with the Public Relations Chair to coordinate the marketing of formal recruitment.

The Vice President Judicial and Risk Management shall:

1. Serve as chairperson of the Judiciary Standing Committee of the Panhellenic Association.
2. Work in accordance with the President and Advisor to handle all violations of NPC and CPSU Panhellenic bylaws.
3. Work with Recruitment team to coordinate recruitment bylaws, guidelines and fine structure.
4. Work with Vice President of Program Development to coordinate at least one guest speaker or workshop per year involving risk management.
5. Work with Vice President of Communications to coordinate Open House guidelines for chapters.
6. Assist Vice President with New Member Education programming.
7. Oversee Big / Little week.

The Assistant Judicial shall:

1. Oversee the Panhellenic Constitution and Bylaws and update if necessary.
2. Serve as an Associate Justice on the Fraternity and Sorority Judicial Council (FSJC) for Panhellenic.

3. Coordinate the training and facilitation of the FSJC board members.
4. Not be from the same chapter as the VP Judicial (recommended).

The Vice President of Administration and Finance shall:

1. Be responsible for the preparation of the annual budget and following up its approval by the Panhellenic Association.
2. Receive all payments, receipts and reimbursements.
3. Issue all checks on behalf of the Panhellenic Association.
4. Maintain accurate records of all Panhellenic expenditures, projected expenses and current balances in all Panhellenic accounts through a budget.
5. Distribute recurring bills to Delegates each quarter.
6. Distribute one-time bills to appropriate chapter representatives when necessary.
7. Reconcile amount balances from ASI with official organization records
8. Keep on file the minutes of all regular Panhellenic meetings; distribute minutes to each chapter President, Delegate, Panhellenic board, Advisor and NPC Area Advisor.
9. Call roll at all Panhellenic Association meetings.
10. Coordinate and distribute agendas for Panhellenic meetings.
11. Organize and distribute quarterly calendars.
12. Collect and supervise all E-plans for events.
13. Keep up Panhellenic files in the Greek Life Office.

The Vice President of Programming shall:

1. Recruit, select and preside over the Greek Week committee with her IFC/USFC counterparts.
2. Be responsible for planning and implementing Greek Week.
3. Work with council advisors to coordinate/plan Standards of Excellence
4. Work with Recruitment team to provide assistance as necessary during formal recruitment.
5. Work with VP Communications to assist with Open House and WOW Showcase
6. Attend IFC and USFC meetings weekly and report information back to Panhellenic
7. Reach out to other Dean of Students office's (i.e. Safer, Center for Community Engagement, Gender Equity Center, etc.)
8. Implement a Panhellenic intramurals league as based on need/desire of the community.

The Vice President of Communications Chair

1. Coordinate and oversee all active promotion efforts for Panhellenic/Greek Life and accomplishments including but not limited to: press releases, verbal announcements, marquee submissions, and press coverage.
2. Work with the President to serve as a liaison for the sorority community to University administration and community representatives.
3. Work with Recruitment Team to publicize both formal recruitment and individual chapters' COB events.
4. Coordinate PR workshops for member chapters and work with them to build their PR strength.
5. Coordinate and distribute a quarterly Panhellenic newsletter to be distributed to the appropriate Cal Poly and the San Luis Obispo community.
6. Coordinate a Panhellenic Association booth at Open House.
7. Coordinate a Panhellenic Association booth at WOW Showcase.

8. Arrange and assign quarterly sister-sorority sisterhood events.
9. Coordinate all publicity efforts for Panhellenic, including but not limited to: shirts, banners, newsletters, fliers, and stationery.
10. Coordinate Panhellenic Facebook, Twitter, and Instagram publicity efforts.
11. Coordinate with Dean of Students web team regarding Panhellenic website matters.

The Vice-President of Philanthropy and Service shall:

1. Coordinate, plan and supervise all Panhellenic philanthropic and community service events
2. Coordinate and distribute the monthly Philanthropy calendar.
3. Create and implement one philanthropy/community service event per year with IFC/USFC.
4. Work with member chapters to ensure the implementation and success of an annual signature philanthropy event.
5. Work with Public Relations chair to promote all Philanthropy and Service events.
6. Be a liaison for each individual sorority philanthropy chairs and Panhellenic.
7. Coordinate and distribute AFLV packets for the Panhellenic board, and assist with their completion (if there is no Member-at-Large).