

1. All Executive Officers shall:

- a. Serve a term of one calendar year, which shall begin before the end of fall quarter.
- b. Place Panhellenic obligations before their member fraternity.
- c. Disaffiliate from their member fraternity during any recruitment event.
- d. Uphold the values and ideals of their member fraternity always, as well as those of the Panhellenic Association.
- e. Attend PHA General Meetings, Executive Board Meetings, and Mandatory Panhellenic events and programming.
- f. Represent the Panhellenic Association when any infraction of the Panhellenic Bylaws, Standing Rules, or Recruitment Handbook is in question.
- g. Complete Associated Fraternal Leadership & Values (AFLV) packet for individual position, if applicable.
- h. 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; failure to receive the required GPA shall be handled in accordance with Article V, Section F.

2. The President shall:

- a. At least a junior/3rd year standing.
- b. Have overall responsibility for the operation of the Panhellenic Association (PHA).
- c. Preside over all executive council & regular meetings of the Panhellenic Association and call and preside over its special meetings.
- d. Serve as an ex-officio member of all Panhellenic Association committees.
- e. Call and preside over at least one President's meeting per quarter.
- f. Meet weekly with the Panhellenic Advisor and Executive Vice President

(executive team).

- g. 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.
- h. Serve as a liaison for the sorority community to University administration and community representatives.
- i. Serve on the Student Community Liaison Committee (SCLC) and attend monthly meeting representing Panhellenic.
- j. Serve as co-chair of the Diversity and Inclusion Standing Committee of the Panhellenic Association.
- k. Serve as liaison for member chapter Presidents.
- l. Serve as a member of the recruitment team.
- m. Serve as a member of the Extension committee.
- n. Collect and supervise all E-plans for events.

3. The Executive Vice President shall:

- a. In the absence of the President, assume all of her duties and preside over official Panhellenic meetings.
- b. Not be from the same chapter as the President (recommended).
- c. Work with the President to serve as a liaison for the sorority community to University administration and community representatives.
- d. Meet weekly with the Panhellenic Advisor and President (executive team).
- e. Serve as liaison for member chapter Delegates.
- f. Oversee the Panhellenic Constitution and Bylaws and update if necessary.
- g. Coordinate annual election process for Panhellenic Executive officers.

- h. Plan the officers' installation ceremony.
- i. Serve as chairperson of the Judiciary Standing Committee of the Panhellenic Association.
- j. Work in accordance with the President and Advisor to handle all violations of NPC and CPSU Panhellenic bylaws and Panhellenic Standing Rules.
- k. Work with Recruitment team to coordinate recruitment bylaws, guidelines and fine structure.
- l. Be responsible for the elections, training and oversight of the Junior Panhellenic Board members.
- m. Work with Vice President of Recruitment to coordinate Open House guidelines for chapters.

4. The Vice President of Community Education

- a. 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.
- b. Plan and oversee New Member Education programs.
- c. Serve as co-chair of the Diversity and Inclusion Standing Committee of the Panhellenic Association.
- d. Conduct meetings with all member chapters' Scholarship chairs at least quarterly to brainstorm and share best practices.
- e. Offer resources to member chapters to improve scholastic performance and to support members in need.
- f. Recognize members on the Dean's List.
- g. Recognize member chapters for their academic accomplishments (ie: improvement, achieving GPA above All Women's Average, top chapter GPA, etc).

5. The Vice President of Recruitment shall:

- a. Must be at least a junior/3rd year standing.

- b. Not be from the same chapter as the President (recommended).
- c. Be responsible for planning and executing Panhellenic formal recruitment.
- d. Be responsible for overseeing Continuous Open Bidding (COB)
- e. Coordinate recruitment planning meetings with chapter recruitment officers.
- f. Prepare all recruitment materials for potential new members and recruitment officers.
- g. Represent the Panhellenic Association when a recruitment infraction is in question.
- h. Be responsible for selecting and training the Recruitment Counselors, in conjunction with the Recruitment Team.
- i. Coordinate a Panhellenic Association booth at Open House in collaboration with the Vice President of Communications.
- j. Coordinate a Panhellenic Association booth at WOW Showcase.
- k. Oversee Bid Night
- l. Work in conjunction with the Executive Vice President to coordinate the chapters' efforts at Open House (ie: implement and distribute guidelines, etc.)

6. The Vice President of Recruitment Counselors shall:

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

7. The Vice President of Risk Management shall:

- a. In the absence of the Executive Vice President, serve as chairperson of the Judiciary Standing Committee of the Panhellenic Association
- b. Assist Executive Vice President with Bylaws, Standing Rules, and Recruitment handbook, if necessary
- c. Be Panhellenic SAFER representative and give updates of all SAFER events and programming
- d. Plan Hazing Prevention Week with her IFC/USFC counterparts, in collaboration with the Vice President of Programming
- e. Assist Vice President of Community Education and Vice President of Programming with New Member Education programming.
- f. Hold multiple quarterly Risk Management Roundtables.
- g. Oversee Big / Little week.
- h. Work with Vice President of Programming to coordinate at least one guest speaker or workshop per year involving risk management.
- i. Not be from the same chapter as the Executive Vice President (recommended).

8. The Vice President of Administration and Finance shall:

- a. Responsible for the preparation of the annual budget and following up its approval by the Panhellenic Association.
- b. Receive all payments, receipts and reimbursements.
- c. Issue all checks on behalf of the Panhellenic Association.
- d. Maintain accurate records of all Panhellenic expenditures, projected expenses and current balances in all Panhellenic accounts through a budget.
- e. Distribute recurring bills to Delegates each quarter.
- f. Distribute one-time bills to appropriate chapter representatives when necessary.

- g. Reconcile account balances from ASI with official organization records
- h. Keep on file the minutes of all regular Panhellenic meetings; distribute minutes to each chapter President, Delegate, Panhellenic board, Advisor and NPC Area Advisor.
- i. Call role at all Panhellenic Association meetings.
- j. Coordinate and distribute agendas for Panhellenic meetings.
- k. Keep up Panhellenic files in the Greek Life Office.

9. The Vice President of Programming shall:

- a. Oversee all Panhellenic Programming events
- b. Recruit, select and preside over the Greek Week committee with her IFC/USFC counterparts.
- c. Be responsible for planning and implementing Greek Week.
- d. Responsible for planning and implementing Panhellenic Values Week.
- e. Help plan Lead Awards with her IFC/USFC counterparts.
- f. Work with Recruitment team to provide assistance as necessary during formal recruitment.
- g. Work with VP Communications to assist with Open House and WOW Showcase
- h. Reach out to other Dean of Students office's (i.e. Safer, Center for Community Engagement, Gender Equity Center, etc.)
- i. Implement a Panhellenic intramurals league as based on need/desire of the community.
- j. Organize and distribute quarterly calendars.

10. The Vice President of Communications shall:

- a. 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.

- b. Work with Recruitment Team to publicize both formal recruitment and individual chapters' COB events.
- c. Coordinate PR workshops for member chapters and work with them to build their PR strength.
- d. Coordinate a Panhellenic Association booth at Open House in collaboration with the Vice President of Recruitment.
- e. Attend IFC and USFC meetings weekly and report information back to Panhellenic
- f. Coordinate and distribute a quarterly Panhellenic newsletter to be distributed to the appropriate Cal Poly and the San Luis Obispo community.
- g. Coordinate all publicity efforts for Panhellenic, including but not limited to: shirts, banners, newsletters, fliers, and stationery.
- h. Coordinate Panhellenic Facebook, Twitter, and Instagram publicity efforts.
- i. Coordinate with Dean of Students web team regarding Panhellenic website matters.

11. The Vice-President of Philanthropy and Service shall:

- a. Coordinate, plan and supervise all Panhellenic philanthropic and community service events
- b. Coordinate, plan and supervise all Circle of Sisterhood Events, in collaboration with the Vice President of Programming
- c. Serve as chairperson of the Philanthropy and Service Standing Committee of the Panhellenic Association.
- d. Coordinate and distribute the monthly Philanthropy calendar in collaboration with the Fraternity and Sorority Live office.
- e. Create and implement one philanthropy/community service event per year with IFC/USFC.
- f. Work with member chapters to ensure the implementation and success of an annual signature philanthropy event.

- g. Work with Public Relations chair to promote all Philanthropy and Service events.
- h. Be a liaison for each individual sorority philanthropy chairs and Panhellenic.
- i. Coordinate and distribute AFLV packets for the Panhellenic board, and assist with their completion (if there is no Member-at-Large).

12. The Member-at-Large shall:

- a. Coordinate and distribute AFLV packets for the Panhellenic board, and assist with their completion.
- b. Assist the Executive and Junior Executive Officers as needed.