

## 2017 EXECUTIVE BOARD APPLICATION PACKET

Dear Applicant:

Thank you for your interest in serving as an officer for the West Virginia University Panhellenic Association for the 2017 term! Serving in one of the highest leadership positions of the West Virginia University Greek community is a great honor, an amazing leadership experience, and has the potential to have a meaningful impact on thousands of students at WVU. Positions of leadership also come with many responsibilities – responsibilities to maintain fine standards, to serve your college community, to work cooperatively to further women’s fraternity life, and to serve your fellow sorority woman, but the rewards of personal leadership development, relationships formed, and the satisfaction of working with other sorority women to better the Panhellenic community are well worth it!

In this packet, you will find a variety of resources and information to learn about the available positions, as well as instructions on how to apply and there are also copies of several Panhellenic resources on the Greek Life website (greeklife.wvu.edu > Members > Officer Resources). I have open office hours scheduled for several days leading up to when applications are due and would encourage you to stop by the Office of Greek Life with any questions about the positions, application or election process, or if you just want to learn more about the positions and Panhellenic Executive Board.

Best of luck with your application.

Fraternally,

Jessica Li

Program Advisor, Office of Greek Life

[Jessica.Li@mail.wvu.edu](mailto:Jessica.Li@mail.wvu.edu)

(304) 293-8201

## PANHELLENIC ELECTIONS TIMELINE

October 21 1-5 PM Office of Greek Life Jessica Li open office hours – candidates are encouraged to ask questions & get more information about available positions

October 23 6:00 PM Mountaineer Room Nominating Committee Elected at Panhellenic Meeting

October 25 10 AM-2 PM Office of Greek Life Jessica Li open office hours

October 28 10 AM-4 PM Office of Greek Life Jessica Li open office hours

October 31 4:00 PM Office of Greek Life Applications for Panhellenic Executive Board Due

November 1 5-7 PM TBD Nominating Committee Meets

November 2 5-7 PM TBD Nominating Committee Meets – Possible Interviews

November 3 5-8 PM TBD Nominating Committee Meets – Possible Interviews

November 3 10:00 PM via E-mail 2017 Slate is Posted

November 6 6:00 PM Oglebay 110 Elections during Panhellenic Meeting

January 25 TBD TBD Panhellenic Installation Banquet

## NOMINATING & ELECTION PROCEDURES

The nominating committee is composed of two elected members of each member organization in the WVU Panhellenic Association who are not current executive board officers and are not running for office for the upcoming term. The committee meets to review candidate applications, create a slate of officers, and may choose at their discretion to conduct interviews with select candidates. Please note that as a candidate for office, you may be asked to attend an interview with the nominating committee during one of their meetings.

The 2017 slate will be posted via email to Panhellenic Delegates and Chapter Presidents after it is created by the nominating committee. In the case that a member that has not been slated wishes to challenge the slate, she must email the Panhellenic Advisor by noon on November 4 and prepare a two minute speech about her qualifications and intentions for a given Panhellenic executive board position. The slated member will be given an opportunity to do the same.

During elections, the slate will be presented by the outgoing President – first the slated members, as determined by the nominating committee, then any challenging members, if applicable. After the nominee and challenging candidates are presented, a representative of the nominating committee will have two minutes to explain why the slated member was chosen, and each candidate/nominee will have two minutes to speak on her qualifications and intentions for the office/desire to serve on Panhellenic executive board. After speeches for a given office are concluded, senior delegates will vote, by paper ballot, and votes will be tallied and announced before moving on to the next position.

1. In the event that a given office is not challenged, delegates will vote by acclamation to accept the nomination.
2. In the event that a member slated for another position challenges a position higher on the slate order and is slated for the higher position, the position she was originally slated for will be reopened for nominations from the floor.

## EXCERPT FROM THE WVU PANHELLENIC ASSOCIATION BYLAWS

Article IV. Executive Board and Duties

Section 1. Executive Board

The Executive Board officers of the West Virginia University Panhellenic Association shall be president, vice president, treasurer, vice president of communication, vice president of recruitment, vice president of philanthropy and service, vice president of programming, vice president of education.

Section 2. Eligibility

Eligibility to serve as an executive board officer shall depend on the class of membership:

1. **Regular membership.** Members from women’s fraternities holding regular membership in the West Virginia University Panhellenic Association shall be eligible to serve as any officer.
2. **Provisional membership.** Members from women’s fraternities holding provisional membership in the West Virginia University Panhellenic Association shall not be eligible to serve as an officer.
3. **Associate membership.** Members from women’s fraternities holding associate membership in the West Virginia University Panhellenic Association shall not be eligible to serve as vice president of recruitment, vice president, or president.

Section 3. Selection of Officers  
The offices of president, vice president, secretary, treasurer, vice president of recruitment, vice president of philanthropy, vice president of programming, vice president of scholarshipof the West Virginia University Panhellenic Association shall be elected by ballot, by the Panhellenic Council members, except if there is only one nominee for an office that nominee shall be declared elected.

Section 4. Office-Holding Limitations

No more than 2 members from the same women’s fraternity shall hold office during the same term.

The officers of president, vice president and vice president of recruitment shall not be elected to serve on her chapter’s executive board or council, and no members of the West Virginia University Panhellenic Council Executive Board may hold the offices of president, vice president, recruitment chair, or the equivalent position, within their own chapters.

Section 5. Nomination Procedure

A nominating committee of 2 members per chapter shall be elected by ballot by the Panhellenic Council. A majority vote shall elect. The members of the nominating committee shall elect their own chairman. The nominating committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position. The Panhellenic advisor shall serve as a nonvoting ex-officio member of the nominating committee.

Section 6. Term

The officers shall serve for a term of one year or until their successors are selected. Elections will be held in the second half of the fall semester and the term of office will begin at the beginning of the spring semester

Section 7. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

Section 8. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Section 9. Duties of Officers

1. The president shall:

* Preside at all meetings of the Panhellenic Council.
* Preside at all meetings of the Executive Board*.*
* Serve as an ex-officio member of all Panhellenic Association committees.
* Communicate regularly with the Panhellenic advisor.
* Be familiar with the NPC Manual of Information and all governing documents of this association.
* Ensure that the NPC annual report is completed.
* Communicate regularly with the NPC area advisor.
* Maintain current copies of the following: West Virginia University Panhellenic Association bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
* Have served/held a position on her chapter’s executive board or council, or have served on Panhellenic Executive Board previously.
* Conduct meetings with member fraternity presidents.
* Perform all other duties as assigned.

1. The vice president shall:
   * Perform the duties of the president in her absence.
   * Be familiar with the NPC Manual of Information and all governing documents of this association.
   * Chair the Judicial Board and follow NPC Guidelines for Judicial and Mediation procedures.
   * Maintain an up to date calendar of all Panhellenic Association and member chapter events.
   * Perform all other duties as assigned.
2. The vice president for communication shall:
   * Keep an up-to-date roll of the members of Panhellenic Council.
   * Record minutes of all meetings of the West Virginia University Panhellenic Council and the Executive Board.
   * Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
   * Send meeting minutes to the NPC area advisor.
   * Be familiar with the NPC Manual of Information and all governing documents of this association.
   * Be responsible for all public relations-related to official Panhellenic Association business and events.
   * Chair the public relations committee or appoint a public relations chairperson, as needed.
   * Perform all other duties as assigned.
3. The treasurer shall:
   * Supervise the finances of the West Virginia University Panhellenic Association.
   * Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each West Virginia University Panhellenic Association member fraternity.
   * Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
   * Pay promptly the annual NPC dues and all bills of the West Virginia University Panhellenic Association.
   * Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
   * Be familiar with the NPC Manual of Information and all governing documents of this association.
   * Conduct meetings with member fraternity treasurers, as needed
   * Perform all other duties as assigned.
4. The vice president for recruitment shall:
   * Serve as recruitment chairperson.
   * Appoint and oversee a recruitment team, consisting of a director of recruitment counselors, director of computer recruitment, and director of recruitment operations.
   * Supervise all preparations for recruitment, both formal and continuous open bidding, including organization and coordination of Meet the Greeks.
   * Conduct meetings with member fraternity recruitment chairs.
   * Be familiar with the NPC Manual of Information and all governing documents of this association.
   * Perform all other duties as assigned.
5. The vice president for programming shall:

* Oversee all programming of the West Virginia University Panhellenic Association.
* Co-chair the Greek Programming Committee, and oversee all events including but not limited to Greek Week, Homecoming, NPC Week and Mountaineer Week.
* Coordinate West Virginia University Panhellenic Association involvement in campus activities such as speakers, interactive forums and events.
* Conduct meetings with member fraternity programming chairs, campus activities chairs or other relevant positions.
* Be familiar with the NPC Manual of Information and all governing documents of this association.
* Perform all other duties as assigned.

1. The vice president for philanthropy and service shall:

* Coordinate Panhellenic involvement in all philanthropy events.
* Be responsible for relaying all pertinent information regarding philanthropic service opportunities, including campus and off-campus events.
* Work with the Inter-Fraternity Council (IFC) and National Pan-Hellenic Council (NPHC) to organize and plan any Greek days of service or Greek-wide philanthropic events.
* Maintain an up to date record of all member fraternity philanthropy events.
* Encourage inter-sorority support and involvement in all member fraternity philanthropy events.
* Conduct meetings with member fraternity philanthropy chairs and community service chairs.
* Be familiar with the NPC Manual of Information and all governing documents of this association.
* Perform all other duties as assigned.

1. The vice president for education shall:

* Oversee the success of all member fraternity programs, such as but not limited to scholarship, new member education and risk management education.
* Organize and coordinate a scholarship recognition event each semester.
* Educate member fraternities on all relevant Panhellenic and University policies.
* Conduct meetings with member fraternity scholarship chairs, new member chairs and risk management chairs.
* Be responsible for relaying information on events regarding scholarship education, risk management education and new member education.
* Be familiar with the NPC Manual of Information and all governing documents of this association.
* Perform all other duties as assigned.



West Virginia University Panhellenic Association | Executive Board Application 2017

Please type the first four sections, print, and complete the fifth section by hand. Please provide the signed hard copy with all appropriate signatures to the Office of Greek Life, Room 161, Mountainlair Student Union, by 4:00 PM on Monday, October 31, 2016.

I. General Applicant Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | | |
| Email Address: |  |  | Affiliation: |  |
| Phone Number: |  |  | Semester & Year of Initiation: |  |
| Expected Graduation: |  |  | Cumulative GPA\*\*: |  |

\*\*Official WVU GPA will be given to the nominating committee during application review

II. Offices Sought

Please rank any offices which you would be willing to accept according to your preference (1 for most preferred, 2 for second most preferred, etc.). You may rank as many or as few offices as you wish.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | President |  |  | Treasurer |
|  | Vice President |  |  | Vice President for Philanthropy & Service |
|  | Vice President for Recruitment |  |  | Vice President for Education |
|  | Vice President for Communications |  |  | Vice President for Programming |

III. Prior Experience

Please fill in your previous relevant experience below **OR** attach a copy of your resume to the application.

|  |
| --- |
| Sorority & Greek Community Involvement & Experience: |
|  |
| Campus Activities & Leadership: |
|  |
| Volunteer Work: |
|  |
| Work Experience: |
|  |

IV. Questions

|  |
| --- |
| 1. How do you plan on balancing Panhellenic and your other commitments (school, work, campus, etc.)? |
|  |
| 1. What makes you the best candidate for this/ these position(s) and what goals or new ideas would you like to implement during your term? |
|  |
| 1. How do you live your values/ ritual as a sorority woman and why do you think that it is important for members in positions of leadership to do so? |
|  |
| 1. Why are you passionate about the Greek community and fraternity/sorority experience? |
|  |
| 1. What do you believe to be the role of the Panhellenic Executive Board? And why do you want to serve as a leader in this organization? |
|  |
| 1. What issues facing Greek Life do you hope to better during your year in office and how? |
|  |

V. Signatures

I certify that this information is true to the best of my knowledge and I waive the protections granted to me under the Family Educational Rights and Privacy Act. By signing here, I agree to allow the Office of Greek Life staff to verify my grade information and to share this information with the Panhellenic Executive Board and Slating Committee.

Signature of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify, as Chapter President of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, that this applicant is in good standing with our chapter and inter/national organization.

Signature of President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_