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**Professional Greek Council**

**Executive Board Interest Form**

**Application Information**

**Name: Student ID #:**

**Organization Name: Mix E-mail:**

**Year in School: Cumulative GPA:**

**Available Positions & Descriptions**

Please circle or highlight the position(s) you are interested in.

1. President
   1. To facilitate meetings and to see to their order and organization.
   2. To appoints committees, committee chairs and serve as Ex-Officio Members of all committees.
   3. To serve as the chair of the Executive Board.
   4. To call special meetings when needed.
   5. To sign all documents and co-sign check along with the VP of Finance.
   6. To maintain forms, records, and provide new officers with transition documents.
   7. To report relevant information to and from the WVU Center for Fraternal Values and Leadership.
   8. To assume other duties as assigned by the council
2. Vice President
   1. To execute the duties and powers of the President in their absence, resignation, or is impeached.
   2. To maintain forms, records, and provide new officers with transition documents.
   3. To assume other duties as assigned by the council.
3. Vice President of Finance
   1. To organize and maintain a budget of funds.
   2. To collect dues and other funds and deposit all funds within five (5) business days of receipt.
   3. To keep a ledger of all transactions, a copy of all receipts, as well as monthly bank statements to be reconciled and its status reported to the Executive Office at the end of each statement.
   4. To maintain forms, records, and provide new officers with transition documents.
   5. To assume other duties as assigned by the council.
4. Vice President of Communications
   1. To record the correspondence of meeting in minutes and report the minutes to each Organization in a timely manner.
   2. To organize and maintain the general council calendar and a joint calendar of all Member Organizations.
   3. To issue any necessary correspondence on behalf of the council.
   4. To maintain forms, records, and provide new officers with transition documents.
   5. To assume other duties as assigned by the council.
5. Director of Recruitment
   1. To serve as the chairperson for recruitment in all Member Organizations
   2. To maintain records of all information relevant to the recruitment process in each Member Organization and serve as a point of contact for students interested in recruitment
   3. To supervise the organization and coordination of information sessions for the entire council
   4. To assume other duties as assigned by the council

**Questions**

How do you plan on balancing PGC and your other commitments(school, work, campus, etc.)?

Why are you interested in serving as an executive member of the newly formed Professional Greek Council?

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?

**Interest Form Due to Tyler Turner tmt0004@mail.wvu.edu by February 14th at Noon**