



Panhellenic Association

University of South Florida
4202 E. Fowler Ave. MSC 4100
Tampa, FL 33620
(813) 974-7335
www.usfpanhellenic.com

2018 Executive Board

Ana Huynh
President
-
Alissa-Rae Eonda
Executive VP
-
Najare Johnson
VP Conduct and Integrity
-
Christina Thomas
VP Finance
-
Elizabeth Wilder
VP Professional and Personal
Development
-
Niki Townsend
VP Community Development
-
Niki Freer
VP Public Relations
-
Lauren Ponto
VP Recruitment
-
Tabata Rodriguez
VP Recruitment Personnel
-
Sarah Epplin
VP New Member Relations
-
Viancca Williams
Assistant Director-CSIFSL & Panhellenic
Advisor

USF Panhellenic SORORITY LIFE

May 8, 2018

Dear Applicant,

On behalf of the Panhellenic Association at USF, I would like to thank you for your interest in becoming a part of the 2018 Panhellenic Association Executive Board. The Panhellenic Executive Board serves a vital role in facilitating the implementation of Panhellenic policies and events during their term and we are excited you have chosen to take on this responsibility!

This packet contains all of the necessary items to complete your application. This includes an application form, a timeline of the selection process, and a list of officer and assistant qualifications and duties for the available Executive Board positions. Please read these materials carefully, as they outline the procedures for application as well as the expectations to which each officer is held.

Remember: **priority deadline applications** are due by **Wednesday, June 20 at 5 p.m. in MSC 2300**. Once a completed application has been turned in, you will be able to sign-up for an interview time. **Priority deadline interviews** will take place on Friday, June 22, 2018 from 10 a.m. to 1:30 p.m., location TBD. Priority deadline applications will be considered earlier than secondary deadline applications; selection will be based on qualifications in a first-come-first-served basis. If you have any questions or concerns regarding this application, please do not hesitate to email usfpanhellenic.president@gmail.com.

Best,

Ana Huynh

Ana Huynh
Panhellenic President
University of South Florida
usfpanhellenic.president@gmail.com

2018 Panhellenic Association Executive Board Panhellenic Council Executive Board Selection Timeline

Event	Date/Time/Location
Applications Distributed:	Friday, June 8, 2018
Priority Deadline Applications Due:	Wednesday, June 20, 2018 @ 5p.m. in MSC 2300
Secondary Deadline Applications Due:	Wednesday, June 27, 2018 @ 5 p.m. in MSC 2300
Priority Deadline Panhellenic Executive Board Interviews:	Friday, June 22, 2018 from 10 a.m. to 1:30 p.m. in TBD location.
Secondary Deadline Panhellenic Executive Board Interviews:	Friday, June 29, 2018 from 10 a.m. to 1:30 p.m. in TBD location
Select Rho Gamma Classes:	7th Rho Gamma Education session: Wednesday, June 27 at 6:00pm 8th Rho Gamma Education session: Wednesday, July 11 at 6:00pm 9th Education session: Wednesday, July 18 at 6:00pm 10th Education session: Wednesday, July 25 at 6:00pm
Mandatory Panhellenic Rho Gamma Retreat (Vice President of Administration):	Saturday, June 23 and Sunday, June 24, 2018
Executive Board Meetings:	Summer Every other Monday at 6:30 p.m.: July 2, July 16, July 30, August 6 Fall: Tuesdays at 7 p.m. - 8:15 p.m.
Spirit Week:	Sunday, August 12, 2018 through Friday, August 17, 2018
General Body Meetings:	Wednesdays: September 12, September 26, October 3, October 10, October 24, November 7, November 14, November 28 (tentatively) at 9 p.m.

Executive Board Application Checklist

- Panhellenic Executive Board Application, signatures from
- Copy of your resume (including chapter leadership, council leadership and non-fraternity/sorority leadership as well as work and education experience)
- Essay question typed on a separate sheet of paper
- Reference Form
- Note: No Center for Student Involvement staff members may write the letters

- You are able to have 2 Reference Forms filled out, but only 1 is required
- Reference Forms should be emailed directly to Ana Huynh at usfpanhellenic.president@gmail.com or by the person writing the reference by Wednesday, June 20, 2018 at 5 p.m. Please do not submit reference forms to MSC 2300.

2018 Panhellenic Association Executive Board Application

Full Name:	
USF Student ID Number:	
Cell Phone:	
Email Address:	
Sorority Affiliation:	
Semester Joined:	
Major:	
Spring 2018 Semester GPA:	
Cumulative GPA:	
Current Year in School:	
Expected Graduation Date:	
Expected Alumnae Status Date:	
2018 Summer Commitments: Please include anything that you think may occur during the spring and summer semesters (school, work, travel, etc.)	

Executive Board Application Agreement

By signing below, I attest the information I have supplied above is true and I am qualified to be slated for the Panhellenic Executive Board based on the attached qualifications. Additionally, the Center for Student Involvement has my permission to check my academic and judicial records to confirm my eligibility prior to the slating process. I agree that I am qualified and will uphold the responsibilities detailed in the attached sheet.

Applicant's Signature: _____ Date: _____

Executive Board Application Affirmation

As President and General Advisor of the applicant's chapter, we affirm this member is in good standing with our chapter, both locally and nationally.

Chapter President Signature: _____ Date: _____

Chapter Advisor Signature: _____ Date: _____

Please check the position(s) that you are interested in:

- _ Vice President of Administration
- _ Vice President of Conduct and Integrity Assistant
- _ Vice President of Recruitment Assistant
(must be in Tampa for Summer to be eligible)

Essay Question

Why are you interested in serving as the respective role(s) for the Panhellenic Association at USF? What skills do you have that qualify you for this position?

General Panhellenic Executive Board Qualifications

Requirements of Executive Board

- Must be a full-time student at the University of South Florida - Tampa.
- Must be an initiated member of her chapter.
- Must maintain active status with her chapter for the duration of her term in office.
- May not concurrently serve as President or Recruitment Chair of her own chapter.
- Must have at least a cumulative grade point average of a 3.0 to apply.
- 2.75 semester GPA for the previous semester to remain an officer.

Panhellenic Executive Board Officer Duties

Vice President of Administration

- Be responsible for record keeping and correspondence efforts of the Panhellenic Association. This includes, but is not limited to the following duties:
- Responsible for the Council's attendance records.
- Responsible for recording, reproducing, and distributing Council meeting minutes (including regular and special meetings). Minutes should be distributed to delegates no later than the following meeting. The minutes should be submitted to the Panhellenic Area Advisor,

Panhellenic Advisor, and National Panhellenic Conference website within the same time frame.

- Keep full minutes of all meetings of the USF Panhellenic Association and a record of all action taken by the Executive Board.
- Create the agenda and record the minutes of the Panhellenic Executive Board meetings.
- Be responsible for the official correspondence of the Panhellenic Association.
- Create and maintain Panhellenic Master Contact List.
- Update contact information and assure all reports, other than the Annual Report, are submitted to NPC as necessary.
- Be responsible for the Panhellenic office space and storage unit.
- Oversee the Panhellenic Delegate program by:
 - Providing training and development to the Panhellenic Delegates.
 - Facilitating regular delegate meetings to discuss voting matters and communication with chapters.
 - Working with Chapter Presidents to assure delegate performance is being assessed and job duties are being executed.
- Gathering information for monthly Panhellenic newsletter, which will serve to educate and inform the Tampa, USF, and the Fraternity and Sorority community about Panhellenic news and events to provide to Vice President of Marketing and Public Relations for the Panhellenic newsletter
- Coordinate the guests that will be in attendance for Panhellenic bi-weekly general body meetings.
- Be responsible for all venue and room reservations on behalf of the Panhellenic Association.
- Organize and plan all booths for marketing of recruitment along with Vice President of Recruitment Personnel.
- Educate the Council at large regarding Panhellenic.
- Perform all other duties as assigned by this office.

Vice President of Conduct and Integrity Assistant

- Work with the Chief Judicial Officer of the Panhellenic Association. Duties include, but are not limited:
 - Coordinate and oversee the revision and implementation of all USF Panhellenic Association governing documents, and assure the council is in accordance with National Panhellenic Conference expectations and guidelines.
 - Serve as a liaison to University Departments focusing on safety and prevention.
 - Plan, implement, and evaluate at least one educational program per semester promoting:
 - Risk reduction within the Panhellenic Association.
 - Women's health within the Panhellenic Association.

Vice President of Recruitment Assistant

- Work with the Vice President of Recruitment Personnel to plan Recruitment Preparation Week for the Executive Board and Recruitment Guides.
- Informal Recruitment duties include, but are not limited to:

- Be responsible for the organization of Informal (Spring) Recruitment for participating chapters.
- Design and implement, alongside the Vice President of Marketing, a recruitment marketing plan and timeline that promotes a positive image of Panhellenic's year-round recruitment efforts.
- Co-chair the committee reviewing the Recruitment Rules
- Create an annual marketing and public relations plan for the Association including a 365-Day Recruitment Marketing Plan in conjunction with the Vice President of Marketing.

Additional Duties of all Executive Board Members:

- Attend all Panhellenic Council meetings, Panhellenic Executive Board meetings, and other Panhellenic or Center for Student Involvement & Fraternity/Sorority Life events deemed mandatory by the Executive Board.
- An event can be deemed mandatory by any member of the Panhellenic Executive Board in conjunction with the Executive Vice President overseeing the event with at least two weeks notice.
- Attend monthly one-on-one meetings with the Executive Vice President.
- Attend monthly one-on-one meetings with the Panhellenic Advisor, unless position requires otherwise.
- Hold two consistent and published office hours per week in the Center for Student Involvement & Fraternity/Sorority Life in the Spring and Fall.
- Appoint all standing and special committees members and their chairs, and in making these appointments, recognize representation from all member fraternities/sororities.
- Serve on the Panhellenic Recruitment Operations Team during Formal Recruitment and attend all pre and post Recruitment events, meetings, and activities associated with this role.