

Panhellenic Executive Board and Position Descriptions:

1. President:

- a. Have overall responsibility for the operation of the Panhellenic Council.
- b. Call and preside at all regular and special meetings of the UCLA Panhellenic Council.
- c. Call and preside at all meetings of the Panhellenic Executive Board, and Panhellenic Council.
- d. Act as liaison to CSP/Fraternity and Sorority Relations and other University Officials.
- e. Meet weekly with the Panhellenic Advisor.
- f. Required to attend all functions sponsored by the Panhellenic
- g. Call and preside at all meetings of the Sorority Presidents (Sigma Alpha Phi).
- h. Act as liaison with the 5 other Greek councils
- i. Review, approve and sign all Panhellenic Council checks and contracts involving the UCLA Panhellenic Council.
- j. Serve as member ex-officio of all Panhellenic Council committees with voice but not vote.
- k. Coordinate the fall and spring quarter Panhellenic Council officer elections.
- l. Serve as committee chair for the BOD position of USAC Liaison (1).
- m. Carry out appropriate functions during all recruitment periods serving as a member of the Panhellenic Recruitment Team.
- n. Live in Los Angeles during the summer to coordinate Panhellenic activity planning, if possible. Otherwise, reside in Los Angeles as of September 1 to prepare for formal Fall Recruitment.
- o. Report to the Panhellenic Advisor as required to the National Panhellenic Conference Area Advisor.
- p. Maintain weekly office hours.
- q. Maintain a complete and up-to-date President's file.
- r. Train her successor.
- s. Perform all other duties pertaining to this office.

2. Executive Vice President:

- a. Perform the duties of the President in her absence, inability to serve, or at her call.
- b. Be Responsible for the coordination of the Winter Quarter and Fall Quarter Executive Board Retreats.
- c. Serve as Judicial Board Chief Justice.
- d. Co-Chairs the Jr. Panhellenic Council.
- e. Serve as chair of the Constitution and By-laws committee
- f. Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- g. Serve as committee chair for the BOD positions of Membership Liaison and Athletics Commissioner (2).
- h. Maintain an accurate notebook of all policies (Panhellenic and UCLA).
- i. Chair the Panhellenic Policies Committee.
- j. Maintain weekly office hours.
- k. Maintain a complete and up-to-date Vice President's file.
- l. Perform all other duties usually pertaining to this office.
- m. Train her successor.

3. VP Membership - External:

- a. Coordinate all Panhellenic recruitment periods.
- b. The Director of Recruitment shall know and follow the Standing Rules for Membership Selection and the NPC Unanimous Agreements and any other rules that directly or indirectly relate to recruitment periods and events.
- c. Serve as chair of the Panhellenic Recruitment Committee.
- d. Prepare, copy, and distribute minutes of all discussion and decisions made at the Panhellenic Recruitment Committee (PRC) meetings.

- e. Propose the type of parties, dates of recruiting, duration of parties, registration fees, Standing Rules for Membership Selection and other facets of recruitment to the Panhellenic Council or the Panhellenic Recruitment Committee (as appropriate) for approval through the PRC. In formulating these proposals, consult with the Executive Board and/or the Panhellenic Advisor.
- f. Coordinate recruitment finances with the Panhellenic Treasurer, including the recruitment budget, income, expenditures, and chapter fee schedules during the finance seminar.
- g. Oversee activities of the VP Membership – Internal including selection, training, direction and evaluation of all Recruitment Counselors..
- h. Distribute and summarize the evaluations of recruitment by different groups, including but not limited to: chapter recruitment chairs, alumnae, recruitment counselors, Panhellenic officers, new members within one month after the formal recruitment period.
- i. Define objectives for recruitment with the help of the Panhellenic Advisor and the Executive Board.
- j. Coordinate the Fall Quarter Recruitment Symposium
- k. Maintain a complete and up-to-date VP Membership file.
- l. Live in Los Angeles beginning the month of August and work in the Panhellenic office an average of ten (10) hours per week to coordinate recruitment registrations for fall. Report illness and vacations to the Panhellenic Advisor, to whom supervision is delegated for the summer break. Make arrangements to delegate responsibilities during absences.
- m. Order and design through consultation with the Panhellenic Advisor and recruitment chairs for the other councils, GO GREEK shirts for all chapters, recruitment counselors and the Panhellenic Executive Board.
- n. Maintain weekly office hours.
- o. Train her successor.
- p. Remain in an advisory capacity for two months after her successor takes office.
- q. Perform all other duties usually pertaining to this office.

4. VP Membership - Internal:

- a. Work with the VP Membership - Internal and Panhellenic Advisor to organize recruitment counselor selection, interview applicants and notify those selected.
- b. Make arrangements and reservations for the recruitment counselor training retreat prior to fall formal recruitment.
- c. Keep recruitment counselors informed of recruitment plans during the summer.
- d. Prepare recruitment counselor notebooks.
- e. Help organize potential member groups.
- f. Live in Los Angeles beginning the month of August and work in the Panhellenic office an average of 5 hours per week to coordinate recruitment registrations for fall. Report illness and vacations to the Panhellenic Advisor, to whom supervision is delegated for the summer break. Make arrangements to delegate responsibilities during absences.
- g. Maintain a complete and up-to-date Recruitment Counselor Coordinator's file.
- h. Assist in the coordination of all continuous open recruitment periods and events as deemed necessary.
- i. Maintain weekly office hours.
- j. Train her successor.
- k. Remain in an advisor capacity for two months after her successor takes office.
- l. Coordinate recruitment informational, advertising and outreach programs at high schools and on the UCLA campus including all summer orientations.
- m. Attend PRC meetings.
- n. Assume responsibilities and duties of VP Membership - External when she is unavailable.
- o. Create a calendar in advance for the Recruitment Counselors to help with all outreach programs.
- p. Perform any other duties usually pertaining to this office.

5. VP Finance:

- a. Assume responsibility for the assessment and collection of chapter dues and fines.
- b. Maintain accurate records of all Panhellenic expenditures, projected expenses, and current balances in all Panhellenic accounts through a budget.
- c. Be responsible, along with the President, Recruitment Director and Panhellenic Advisor, for the presentation of the Panhellenic Council and Recruitment account budgets for the following quarter by the eighth week of the current semester. Following the approval by the Panhellenic Council, the Treasurer is responsible for providing a copy of the budget to each Panhellenic Association member fraternity.
- d. Receive all payments due to the Panhellenic Association, including recruitment fees and dues, and issue receipts accordingly.
- e. Be responsible for the prompt payment of all bills due by the Panhellenic Association.
- f. Sign all Panhellenic Council and Recruitment account checks and be responsible for the counter-signatures.
- g. Submit a complete financial report at the end of each month to the Panhellenic Council.
- h. If applicable, prepare and present Panhellenic funding requests, including but not limited to: annual USAC budget request, Contingency, BOD funding.
- i. At the close of her term in office, submit an audit report to the Panhellenic Council.
- j. Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- k. Maintain weekly office hours.
- l. Maintain complete and up-to-date financial records as part of her VP Finance file.
- m. Train her successor.
- n. Perform all other duties usually pertaining to this office.

6. VP Programming:

- a. Appoints the members of the Panhellenic Board of Directors
- b. Coordinate and facilitate all Panhellenic programs and activities.
- c. Coordinate the annual Panhellenic Career Fair in the fall quarter.
- d. Co-Chair the Greek Blue and Gold Week Committee, in conjunction with all council liaisons
- e. Co-Chair the Greek Week Committee, in conjunction with all council liaisons, including appointing members of the executive board. This position will co-direct Greek week during the winter quarter following said term of office.
- f. Submit all contracts for the President's signature and maintain a complete record of all contracts.
- g. Serve as committee chair for the BOD positions of Philanthropy (2).
- h. Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- i. Maintain weekly office hours.
- j. Maintain a complete and up-to-date VP Programming file.
- k. Perform all other duties usually pertaining to this office.

7. VP Communications:

- a. Be responsible for keeping Panhellenic files, rosters and directories up-to-date and accurate.
- b. Take minutes and attendance at all meetings of the Panhellenic Council.
- c. Type and distribute the minutes for all meetings of the Panhellenic Council.
- d. E-Mail Panhellenic Council minutes to Chapter Presidents, Advisors, and NPC Advisor on a weekly basis.
- e. Be responsible for all correspondence by the Panhellenic Council.
- f. Bi-annually review the Constitution, Bylaws and Standing Rules and make recommendations to the Panhellenic Council for amendments.
- g. Serve as committee chair for the BOD positions of Webmaster and Historian (2).
- h. Serve as the Panhellenic Council Liaison to the Rho Lambda Honor Society announcing all meetings and events relating to the organization.
- i. Serve as the Panhellenic Council Liaison to the Los Angeles Alumnae Panhellenic Association.

- j. Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- k. Maintain weekly office hours.
- l. Maintain a complete and up-to-date VP Communication file.
- m. Train her successor.
- n. Perform any other duties usually pertaining to this office.

8. VP Public Relations:

- a. Be responsible for Panhellenic Council publications and public relations.
- b. Announce the events of the UCLA Panhellenic Council to the campus community and to the community at large.
- c. Attend all Interfraternity Council meetings as the Panhellenic liaison or appoint a designee.
- d. Serve as the Panhellenic representative to the FSR Marketing Taskforce.
- e. Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- f. Serve as committee chair for the BOD positions of Public Relations (2).
- g. Responsible for publishing a quarterly Panhellenic newsletter.
- h. Determines chapter of the week and Greek of the month.
- i. Maintain weekly office hours.
- j. Maintain a complete notebook of flyers, publications and articles as part of the VP Relations file.
- k. Train her successor.
- l. Perform all other duties usually pertaining to this office.

9. VP Scholarship:

- a. Be responsible for all scholarship reports, awards, and programs including the coordination of the scholarship portion of the Greek Awards night.
- b. Serve as the Panhellenic Council Liaison to the Order of Omega and Gamma Sigma Alpha Honor Societies announcing all meetings and events relating to the organizations.
- c. Responsible for faculty relations and related campus awareness events.
- d. Meet with scholarship chairwomen of chapters on Panhellenic scholarship probation to help them to strengthen their scholarship programming.
- e. Meet periodically with chapter scholarship chairwomen to assist them with sharing ideas and support through quarterly roundtables.
- f. Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- g. Maintain weekly office hours.
- h. Maintain a complete and up-to-date VP Scholarship file.
- i. Train her successor.
- j. Perform all other duties usually pertaining to this office.

10. VP Education

- a. Responsible for the arrangements and facilitation of all new member education programs.
- b. Plan and facilitate Panhellenic delegate and Junior Panhellenic training at the beginning of the calendar year for new officers.
- c. Co-Chairs the Junior Panhellenic meetings
- d. Serve as committee chair for the BOD positions of Curriculum (2).
- e. Is responsible for the coordination of quarterly Panhellenic Programming forums.
- f. Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- g. Maintain weekly office hours.
- h. Maintain a complete and up-to-date Vice President's file.
- i. Train her successor.
- j. Perform all other duties usually pertaining to this office.

11. VP Women's Wellness:

- a. Responsible for promoting a healthy lifestyle for Panhellenic women.
- b. Works with various organizations to educate Panhellenic women through various educational
- c. Is responsible for the coordination of GASA (Greeks Against Sexual Assault)
- d. Serve as committee chair for the BOD positions of Neighborhood Relations (2).
- e. Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- f. Maintain weekly office hours.
- g. Maintain a complete and up-to-date Vice President's file.
- h. Train her successor.
- i. Perform all other duties usually pertaining to this office.

12. VP Risk Management:

- a. Act as co-chair of Greeks Advocating the Mature Management of Alcohol along with a member of the Interfraternity Council under the direction of the GAMMA Advisor.
- b. Call and preside at all meetings of GAMMA.
- c. Educate the Greek community on GAMMA policies and regulations.
- d. Work with the Executive Vice President to coordinate informal judicial conferences arising from reported violations.
- e. File and report necessary correspondence with the national chapter of GAMMA.
- f. Update the Panhellenic Council on any change in GAMMA policies and regulations.
- g. Plan and co-facilitate yearly GAMMA training and retreats.
- h. Attend the annual meeting of Bacchus/Gamma if necessary.
- i. Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- j. Maintain weekly office hours.
- k. Maintain a complete and up-to-date Vice President's file.
- l. Train her successor.
- m. Perform all other duties usually pertaining to this office.
- n. ******Note – It is mandatory that anyone running for this position, meet with the Panhellenic Advisor before running. No exceptions.**
- o. **This person will also sign a separate contract with basic expectations for this position.**

Panhellenic Board of Directors:

1. Curriculum Reports to VP Education
2. Curriculum

3. Philanthropy Reports to VP Programming
4. Philanthropy
 - a. Relay for Life
 - b. Run Walk
 - c. Dance Marathon
 - d. World Aids Day
 - e. Not needed – Greek Week position

5. USAC Liaison Reports to President
 - a. USAC Election Endorsement Hearings
 - b. Attend Weekly USAC Meetings

6. Membership Liaison Reports to Executive VP
 - a. Serves as liaison for all provisional and associate member chapters

7. Athletics Commissioner Reports to Executive VP
 - a. All-Star Games – 1 per quarter
 - b. Serve as liaison to Athletics – Marketing department
 - c. Determines overall Athletics winner

8. Website Reports to VP Communications

9. Historian Reports to VP Communications
 - a. Daily Bruin

10. Public Relations Reports to VP Public Relations
11. Public Relations

12. Neighborhood Relations
13. Neighborhood Relations Reports to VP Women's Wellness
 - a. Sister Sorority Events
 - b. Clothesline Project
 - c. Denim Day