



SHSU Panhellenic Officer Applications

2015-2016

Along with this application, please include a recommendation from your chapter advisor or chapter president that includes why you would be an asset to the Panhellenic Team.

Name: _____ Major: _____

Classification: _____ Sorority: _____

Sam ID: _____ Sam Houston Overall GPA: _____

Position Interested in (circle the position(s) you are applying for):

Recruitment Director

Assistant Recruitment Director of Rho Gammas

Sisterhood

University Relations

(You must have participated on the chapter side of recruitment to apply for Recruitment Director/Assistant Recruitment Director of Rho Gammas)

Are you employed? _____

If so, how many hours a week do you work? _____

Why do you want this position and what do you hope to gain from this position?

Applications are due to the Dean of Students Office by 12:00 noon on November 9th.
Interviews will be scheduled once all applications have been received.

What positions have you held or plan to hold in your sorority?

What qualifications make you stand out and could help you uphold the Panhellenic Office you're interested in?

List some ideas you have for the position(s) you have circled.

What changes or additions would you like to make to the Greek Community or the council?

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SHSU Panhellenic Exec

Expectations & Descriptions of Application Positions

Requirements for Exec Positions:

- Overall GPA must be a 2.5 or higher
- Be a full time student at SHSU (12 hours)
- Be in good standing with your sorority
- Be able to work with other councils and sororities
- Be able to attend Monday meetings at 4 p.m. in the LSC

The Recruitment Director:

1. Preside over all meetings of the Recruitment Committee.
2. Provide formal recruitment recommendations.
3. Plan formal recruitment and informal recruitment schedules to be approved by the Recruitment Committee and the Panhellenic Council, and execute activities during recruitment week.
4. Be in charge of revisions of formal, informal, and Continuous Open Recruitment rules as deemed necessary by the Panhellenic Council.
5. Plan and implement recruiting strategies aimed to increase recruitment numbers.
6. Facilitate an informative program about Informal Recruitment at least one week prior to the first chapter party.
7. Perform all other duties usually pertaining to this office.

The Assistant Recruitment Director of Rho Gammas:

1. Interview and select women that will serve as unbiased representatives from each chapter to serve as Rho Gammas
2. Implement workshops to train the Rho Gammas. (2 before the summer, 4 during the summer.)
3. Implement a Rho Gamma retreat before recruitment starts.
4. Make sure the Rho Gammas are ready to answer any questions and situations during recruitment.

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5. Assist the Recruitment Director in anything she may need help with.

The University Relations:

1. Be responsible for planning and implementing all Risk Management programs, and work with each Executive Officer in planning and implementing their specific events.
2. Act as representative for Greek Week, Homecoming Week, Welcome Week, and any other campus activity in which Panhellenic involvement would be beneficial to the Panhellenic Association, by creating information stations, promotional opportunities, etc.
3. Serve as the liaison for the Association to IFC, NPHC, and MGC.
4. Work with the Vice President in creating all promotional material for campus distribution.
5. Obtain a campus-wide activities calendar in order to keep the Panhellenic Association updated on all campus events.
6. Sign Panhellenic Association contracts when authorized to do so.
7. Relay information to the historian to post about other organizations hosting events on social media
8. Perform all other duties pertaining to this office.

Sisterhood chair:

1. Plan and coordinates sisterhood events for all of Panhellenic to attend each semester.
2. Should monitor sorority relations, the overall well-being of Panhellenic, and promote Panhellenic spirit.
3. Should meet with representatives from each chapter to discuss chapter events that will be occurring during the semester. This will allow every chapter to be aware of each chapters major events in hopes to obtain more support for Panhellenic Spirit
4. Coordinate a philanthropy event each semester, one of which is dedicated to fundraising for the circle of sisterhood.
5. Coordinate with each chapter and the executive board at the end of each semester to create a Panhellenic calendar for the following semester.

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