



## Summary of Panhellenic Executive Board Positions

### **President:**

The Panhellenic President maintains the overall responsibility for the operations of the Panhellenic Executive Board as well as the eighteen sororities comprised of over 4,700 women involved in and around campus. She calls and presides over all meetings of the Panhellenic Executive Board and the Panhellenic Council. The Panhellenic President reports regularly to the Panhellenic Advisor and the Greek Life Director as well as the National Panhellenic Conference Area Advisor. She acts as the official representative of the Panhellenic Council, while serving as a student leader on the Dean of Students Advisory Board. Aside from these boards, she serves as the representative of Panhellenic for any community need. By working closely with chapter presidents, campus organizations, and other Greek councils, The President creates relationships that are helpful to promote the Panhellenic community on UGA's campus as a whole. Overall, she represents the Panhellenic Council in its entirety in performing all of the duties pertaining to her office. Please feel free to contact Tori Martin ([martinv@uga.edu](mailto:martinv@uga.edu)) if you're interested in this position.

### **Vice President of Recruitment Counselors:**

The Vice President of Recruitment Counselors is responsible for all aspects of training for the Gamma Chis. Beginning in late October, the Vice President of Recruitment Counselors spearheads the Gamma Chi application process, which includes organizing materials for interviews, reviewing applications, and leading the group interviews. After the two-part interview application process ends in January, she'll hold meetings with the Gamma Chis throughout the semester. The Vice President of Recruitment Counselors will also coordinate a Recruitment Retreat for the Gamma Chis and Recruitment teams in March and will work with the Vice President of Recruitment to plan the retreat's schedule and curriculum.

Most importantly, she is in charge of the pre-recruitment Gamma Chi workweek in August. She plans and executes the schedule and training throughout the week. Once Recruitment begins, the Vice President of Recruitment Counselor's job is very reactive to whatever the Gamma Chis need. Please feel free to contact Abigail Hill ([alhillga@gmail.com](mailto:alhillga@gmail.com)) if you're interested in this position.

## **Vice President of Finance and Correspondence:**

The Vice President of Finance and Correspondence is responsible for many of the duties that allow the Panhellenic Council and Executive Board to operate on a day-to-day basis. She sets the Panhellenic Council meeting schedule each semester and is responsible for sending information about Council meetings through the Panhellenic listserv, which she manages. She takes attendance at Council meetings, creates meeting agendas, and records and sends out meeting minutes every week. She collects Panhellenic dues from chapters each semester and works with Mrs. Nina in the GLO to keep track of payments made to and by Panhellenic. She also works with the New Member Educators from each chapter to coordinate Bid Day themes, outline Bid Day guidelines, and prepare for New Member Education Programs. She plans a luncheon prior to Recruitment for the House Directors. Throughout the week of Recruitment, she helps the Vice President of Recruitment and Vice President of Recruitment Counselors in any way she is needed. Please feel free to contact Katie Haack ([khaack@uga.edu](mailto:khaack@uga.edu)) if you are interested in this position.

## **Vice President of Administration:**

The Vice President of Administration works very closely with the Delegates and Assistant Delegates on the Council and oversees the activities and initiatives of the Council. She is responsible for the training of the delegates on the council and for keeping up with the responsibilities of these delegates. Any delegation issues or concerns are handled through the VPA. She fosters relationships between the delegates and assistant delegates of each chapter and the Panhellenic Executive Board by hosting weekly dinners and one-on-one meetings with each chapter's delegation. Throughout the entire year she also oversees the activities of 7 committees: Campus Involvement, Community Service, Student Pantry, Programming, Junior Panhellenic, Communications, and Scholarship. The Vice President of Administration will interview and select Committee Directors and train them in their duties. The VPA works extensively with each of the Committee Directors and meets with them regularly. She oversees the logistics as well as fosters the growth of the individual Committee Directors. During Recruitment the Vice President of Administration will work with the rest of the Panhellenic Executive Board and assist in any way she can to make the process run smoothly and efficiently. Please feel free to contact Olivia Rawlings ([ohrawlings@yahoo.com](mailto:ohrawlings@yahoo.com)) if you're interested in this position.

## **Vice President of Recruitment:**

The Vice President of Recruitment is responsible for the planning and execution of Panhellenic Recruitment in the Fall. She hosts monthly workshops for Recruitment teams (Recruitment chairs, presidents, computer chairs, advisors, etc.) during the Spring semester. She organizes and hosts the Spring Recruitment Retreat with the Vice President of Recruitment Counselors. The Vice President of Recruitment, along with the Vice President of Standards, works closely with the Recruitment Chairs of each individual sorority to educate them on the Recruitment Rules. She approves budgets, philanthropy videos and house tour t-shirts throughout the spring and summer. She is the primary correspondent for the recruitment email account answering emails year-round from Recruitment Chairs, Potential New Members, parents, and alumni. The Vice President of Recruitment works with the Panhellenic Advisor to plan food, van schedules, the Potential New Member t-shirt design, and other miscellaneous tasks.

Prior to recruitment beginning she is responsible for planning the Executive Board work week and Campus Director training with the Panhellenic Advisor. Additionally, she should be available to assist the Vice President of Recruitment Counselors with the logistics of Gamma Chi work week. During recruitment she is responsible for managing schedules and any issues that may arise throughout the two-week process. A vital part of the position is building positive relationships with the Recruitment Teams, the Panhellenic Executive Board, and the Greek Life Office in an effort to create an enjoyable environment for all parties involved in the recruitment process. Lastly, being available for questions as chapters prepare for and participate in Recruitment is essential. Please feel free to contact Ashleigh Brosius ([ashleighbrosius@gmail.com](mailto:ashleighbrosius@gmail.com)) if you're interested in this position.

## **Vice President of Public Relations:**

The Vice President of Public Relations deals with the various media aspects of Panhellenic. The position's main task is putting together "The Pointer," the Council's publication for Potential New Members about the Recruitment process. This includes recruiting local businesses to place Ads within The Pointer to fund printing, following up with the businesses to collect checks and proof ads, and working with a graphic designer to create and place the ads. It also consists of getting pictures and any other pertinent information from each sorority to make appropriate edits. It is a project that takes a few months, so it is important to begin right after elections. The planning and crafting takes place during the Spring semester, and is published by May. Throughout the year, the Vice President of Public Relations must frequently use social media (Twitter, Instagram, Facebook, and Snapchat) to promote positive Panhellenic events and accomplishments, connect the chapters

with each other, and to make the council more accessible to the rest of Greek Life. The Vice President of Public Relations is also responsible for creating the monthly “In the Know” electronic newsletter (using MailChimp), managing the website, updating the Facebook page, overseeing the Panhellenic blog, and making monthly calendars of all sorority events. She must interact frequently with the Social Chairs and Philanthropy Chairs in order to get event dates and communicate those dates back to the Council. It is crucial to make sure that all philanthropy events are advertised at weekly Council meetings and that as many Panhellenic Executive Board members as possible can go to show support.

During Recruitment the Vice President of Public Relations is responsible for advertising Recruitment and Panhellenic life in a positive light and providing entertaining updates and promoting media effort. This can include going to a live round of Recruitment to collect video footage or scanning social media for consumer content to repost. Aiding the Vice President of Recruitment and the Vice President of Recruitment Counselors in any way possible is also an important role during Recruitment. Please feel free to contact Grace Greenblatt ([ggreen@uga.edu](mailto:ggreen@uga.edu)) if you're interested in this position.

## **Vice President of Standards:**

The Vice President of Panhellenic Standards is responsible for promoting positive and healthy relationships among chapters in our Council, as well as ensuring each chapter upholds the integrity of their organization and the Panhellenic community. In February, she will plan and lead a Risk Management Seminar for the Presidents and Risk Management Chairs/Social Chairs of each sorority so that new executive members from different sororities have a solid understanding of what is expected to maintain safety during events. She will also hold regular meetings with the Judicial Board to prepare them to act as representatives of their chapter and to ensure that they understand their role in the judicial process. She will also oversee the process of reviewing applications for the different Panhellenic awards given at the annual Greek Awards banquet in the Spring.

During the summer and throughout Formal Recruitment, the Vice President of Panhellenic Standards is in charge of processing all violations, which involves filling out the appropriate paperwork and holding mediations if necessary. If an issue were to arise that needed further adjudication, she would preside over a Judicial Board hearing. In the Fall she also coordinates and facilitates position-specific roundtable discussions for leaders within each of the sororities' Executive Boards. Please feel free to contact Catherine Caldwell ([crcald@uga.edu](mailto:crcald@uga.edu)) if you're interested in this position.