

The **President** shall:

- Preside at all meetings of the EIU Panhellenic Council as a non-voting member, except in the case of a tie vote.
- Keep on file the National Panhellenic Conference manual, reports, the Constitution and Bylaws, and rules and regulations of the EIU Panhellenic Association.
- Properly represent fraternal women of EIU at official functions, meetings, conferences and events as necessary.
- Work with the Interfraternity Council (IFC) President and National Pan-Hellenic Council (NPHC) President to coordinate and support major programming efforts for the entire fraternity and sorority community.
- Maintain and post regular office hours of two hours per week.
- Oversee all executive board positions.
- Serve as a member of all Panhellenic committees. She is not required to attend all committee meetings, but when she does attend, she has a voice, but no vote.
- Attend the Undergraduate Inter-Fraternity Institute (UIFI) during the summer of her term.
- Perform all other duties usually pertaining to this office.

The **Executive Vice President** shall:

- Oversee all cabinet positions.
- Coordinate selection of these committee chairs.
- Serve as Council Parliamentarian.
- Distribute all information in regards to Parliamentary Procedure including an educational.
- Review and update the constitution on a semester basis.
- Hold bi-monthly meetings with committee chairs.
- Implement delegate training and retreat planning.
- Preside over meetings in absence of President.
- Complete two office hours per week
- Perform all other duties usually pertaining to this office.

The **Vice President of Scholarship** shall:

- Inform chapters of all study skills and academic educational seminars.
- Award scholarship certificates to all chapters with overall GPA exceeding the all-women's average.
- Award certificates to all individual sorority women with a semester GPA of 3.5 or above.
- Present an award to the chapter with the highest new member class GPA and the most improved chapter GPA.
- Request teacher/staff nomination of the month per member chapter and announce once a month.

- Complete two office hours per week.
- Perform all other duties usually pertaining to this office.

The **Vice President Recruitment** shall:

- Develop a detailed recruitment plan, including rules, dates, publicity, and budget with the Director of Fraternity & Sorority Programs and recruitment team prior to the end of the spring semester. Implement all aspects of the approved plan during formal recruitment in the fall.
- Coordinate efforts related to informal recruitment during the Spring Semester for participating chapters prior to the end of fall semester.
- Facilitate meetings and training sessions for Chapter Recruitment Chairs and Advisors, and inform them of all details pertaining to Recruitment.
- Plan, organize and implement all recruitment efforts leading up to recruitment registration (Summer Debut events, Move-in activities, Pantherpalooza, recruitment information sessions, etc.)
- Serve as the primary liaison to the chapters and chapter recruitment advisors.
- Evaluate recruitment efforts.
- Complete two office hours per week.
- Perform all other duties usually pertaining to this office.

The **Vice President Recruitment Counselors** shall:

- Coordinate the recruitment, interview and selection of Recruitment Counselors at the beginning of Spring Semester.
- Lead Recruitment Counselors through a comprehensive training program of 5 to 8 weeks during the spring Semester. Plan and implement Recruitment Counselor retreat.
- Supervise the Recruitment Counselors during the period from the pre-semester training through the end of the Bid Day reveal process.
- Enforce recruitment rules and Recruitment Counselor contract.
- Coordinate and oversee all communication and activities for potential new members (PNMs) from the time they complete their registration until they receive their bids.
- Serve as the primary liaison to PNMs and Recruitment Counselors.
- Complete two office hours per week.
- Perform all other duties usually pertaining to this office.

The **Vice President Standards** shall:

- Promote positive standards and values within the Panhellenic community.
- Conduct all business regarding violations of the PHC/IFC Constitution and Bylaws, PHC/IFC Alcohol Policy, the student conduct code, the EIU/VP Standards Code of Ethics, and EIU NPC Recruitment Manual.
- Hold educational prior to recruitment pertaining to recruitment rules and violations.

- Serve as a Co-Chair (along with IFC counterpart) of the Greek Review Board and fulfill all job responsibilities as outline in the Greek Review Board Rules of Operation.
- Compile and maintain a policy file drawer(s) containing all chapter policies regarding alcohol and hazing policy position statements.
- Complete two office hours per week.

Perform all other duties usually pertaining to this office.

The **Vice President Membership Development** shall:

- Create Greek Educational Series and National Hazing Prevention Week activities
- Inform Council of other educational programs available on campus and provide bi-weekly newsletters.
- Develop Master Event Calendar prior to each semester outlining all programming events and provide it to individual chapters.
- Plan and implement an educational/welcome program for new sorority members each semester.
- Complete two office hours per week.
- Perform all other duties usually pertaining to this office.

The **Vice President Public Relations** shall:

- Oversee all social media accounts.
- Coordinate the development and creation of Recruitment publications.
- Develop a comprehensive marketing plan for the Panhellenic Association.
- Develop recommendations for content, up-keep, and maintenance of chapter web pages. Review chapter web pages on a monthly basis and provide a report to the respective chapter president.
- Complete two office hours per week.
- Perform all other duties usually pertaining to this office.

The **Vice President Administrative Affairs** shall:

- Record and file minutes and attendance of the EIU Panhellenic Council meetings and Executive Board meetings and upload onto online NPC account.
- Handle all correspondence.
- Send out all minutes to designated personnel.
- Assess and collect all Panhellenic membership dues.
- Pay all bills promptly.
- Prepare and present budget for approval by the Council once a semester.
- Provide a written financial report (as part of the agenda) at a Panhellenic meeting once a month.
- Establish a Recruitment Budget as part of the Recruitment Team
- Complete two office hours per week.
- Perform all other duties usually pertaining to this office.

The **Vice President Community Service** shall:

- Plan one all-Panhellenic (or all-campus) community service event each semester.
- Work with individual sorority chapters to develop and maintain their community service programs.
- Keep accurate files.
- Hold one roundtable meeting for chapter community service chairs each academic semester.
- Meet with the Director of Student Community Service, or designee, once per month.
- Develop and maintain system to track chapter, and individual member, community service hours/activities.
- Prepare and distribute a detailed report of community service and philanthropy activities each semester and distribute to the EIU community.
- Complete two office hours per week.
- Perform all other duties usually pertaining to this office.