Panhellenic Executive Officer Selection/Requirements

1. Positions Available
   - President
   - Vice President of Recruitment
   - Treasurer
   - Secretary
   - Programs Coordinator
   - Public Relations

2. Eligibility
   - Members of sororities or women’s fraternities holding regular membership in the Stephen F. Austin Panhellenic Association shall be eligible to serve as any officer.
   - In Good Standing with Stephen F. Austin State University.

3. Minimum GPA Requirement: 2.5

4. Selection
   - All executive officer positions for SFA Panhellenic Association shall be elected by ballot by the members of the current SFA Panhellenic Council, except if there is only one nominee for an office that nominee shall be declared elected.
   - It is preferred, but not required, that members have served 1 year on the SFA Panhellenic Council to be eligible for the positions of president and vice president.
   - It is preferred, but not required, that members have previous SFA Panhellenic experience when applying for any SFAPA positions, previous experience includes Panhellenic Delegate, Panhellenic Jr. Delegate, or Rho Gamma.

5. Office Holding Limitations
   - Two members from the same women’s fraternity or sorority shall not hold the offices of President and Vice President of Recruitment.
   - No more than two members of the same women’s fraternity or sorority shall be represented on the Executive Officer Board.

6. Term
   - The officers shall serve for a term of one calendar year or until their successors are selected.

7. Responsibilities
   - Panhellenic Executive Officers are required to attend all Executive and General Council meetings.
     i. Meeting dates and times will be determined on a semester-by-semester basis.

Important Dates to Remember

1. Application Due Date: Monday, October 26th by 11:59 p.m.
2. Candidate Presentations: Thursday, October 29th via Zoom beginning at 5:00 p.m.
   - Zoom meeting information will be emailed to candidates on October 28th.
   - Professional dress.
   - Candidates who are not able to present will not be considered as a candidate.
   - Presentations should be professional and include engaging elements.
3. Elections: Thursday, October 29th immediately following candidate interviews
4. New Board Announcement: Details are still being finalized, but you can expect to find out the first week of November.
Officer Duties and Expectations

It is an expectation of all officers to do the following:

- maintain a “Pan Friendly” attitude, regardless of time, day, and location
- maintain a working relationship with the Panhellenic Advisor
- maintain a positive working relationship with all SFAPA officers
- be familiar with the NPC Manual of Information (MOI) and all governing documents of this association
- take the initiative to better their officer positions and work towards strengthening the SFA Panhellenic community

President

- Must either be in Nacogdoches in summer 2021 or easily and readily available via electronic communication for the duration of the summer (phone, email, Zoom, etc.)
- Required to attend Greek Presidents Retreat in January, whether that be in person or online
- Required to attend the Association of Fraternal Leadership & Values (AFLV) Conference February 4 - 7, 2021, whether it is in-person in Indianapolis, IN or online
- Preside at all meetings of the Panhellenic Council
- Preside at all meetings of the Executive Board
- Expected to attend campus events to represent SFAPA
- Serve on campus committees when asked
- Serve as an ex-officio member of all Panhellenic Association committees
- Sign all SFAPA contracts and legal papers
- Approved signer for the bank account at SFAPA at Community Bank of Texas (CBTX)
- Ensure that the NPC annual report is completed
- Meet regularly with the Panhellenic Advisor
- Communicate regularly with the NPC area advisor
- Maintain current copies of the following:
  - Stephen F. Austin Panhellenic Association bylaws and standing rules
  - Panhellenic Association budget
  - Contracts executed on behalf of the Panhellenic Association
  - Correspondence and materials received from the NPC area advisor
  - College Panhellenic reports to NPC
  - Other pertinent materials
- Attend regular chapter events of each of the 5 SFAPA sororities
- Create and maintain positive relationships with university staff, faculty, and all other employees
- Perform all other duties as assigned

Vice President of Recruitment

- Must either be in Nacogdoches in summer 2021 or easily and readily available via electronic communication for the duration of the summer (phone, email, Zoom, etc.)
- Encouraged to attend the Association of Fraternal Leadership & Values (AFLV) Conference February 4 - 7, 2021, whether it is in-person in Indianapolis, IN or online
- Perform the duties of the President in her absence
- Attend all regular and special meetings of the Panhellenic Council and Executive Board
- Be responsible for all aspects of recruitment (both primary and informal)
  - Enforce the rules established by the recruitment committee
  - Maintain consistent communication with chapter recruitment chairs and advisors for both primary and informal recruitment
  - Review chapter recruitment budgets to ensure they are in line with budget expectations as decided by the
SFAPA

- Work specifically with the Public Relations chair to develop a marketing campaign for social media and print
- Work with the Panhellenic Advisor to plan and implement the selection and training of Rho Gammas
  - Following selection, it is expected of the VP-R to thoughtfully and intentionally:
    - Pair Rho Gammas
    - Assign Rho Gamma recruitment roles
    - Plan and implement the Rho Gamma Retreat
- Serve as the main point of contact between Rho Gammas and SFAPA as well as the Panhellenic Advisor
- Work within the recruitment budget.
- Develop an informational PowerPoint and talking points for the summer orientation informational session
  - If unable to be present at a summer orientation session, it is the responsibility of the VP-R to secure a member of either the Executive Board or Recruitment Counselor to deliver the presentation
- Approved signer for the bank account at SFAPA at CBTX
- Report to the Executive Council weekly
- Report to the Panhellenic Council weekly
- Perform all other duties as assigned

Secretary

- Serve as a recruitment counselor in primary fall recruitment
- Serve as Chair of the Judiciary Committee
- Record minutes of all meetings of the Panhellenic Council and the Executive Board
- Send meeting minutes within 48 hours to:
  - NPC area advisor
  - Chapter advisors
  - Chapter presidents
  - Panhellenic Delegates
  - Panhellenic Advisor
- Maintain a complete and up-to-date file that includes the minutes of all meetings from the organization and current correspondence
- Maintain supplies such as letterhead, thank you notes, etc.
- Report to the Executive Council weekly
- Report to the Panhellenic Council weekly
- Perform all other duties as assigned

Treasurer

- Serve as a recruitment counselor in primary fall recruitment
- Supervise the finances of the SFAPA
- Prepare the annual budget and, after its approval by the SFAPA, provide a copy to each SFAPA member organization
- Manage all payments and associated finances of the SFAPA, including:
  - Collecting membership dues to the SFAPA
  - Promptly paying annual NPC dues
  - Promptly paying all bills incurred by the SFAPA
  - Monitoring deposits to the SFAPA
  - Providing receipts to those who make payments or donations to the SFAPA
- Maintain up-to-date financial records
- Give a financial report at each regular meeting of the Executive Board and Panhellenic Council and an annual
- Responsible for balancing the accounts monthly
- Assure on a monthly basis all committees and officers are aware of their budget allotment and work within it
- Serve as an approved signer for the SFAPA bank account at CBTX
- Report to the Executive Council weekly
- Report to the Panhellenic Council weekly
- Perform all other duties as assigned

**Programs Coordinator**
- Serve as a recruitment counselor in primary fall recruitment
- Plan a minimum of two Panhellenic-wide events per semester
- Serve as the main contact point between Order of Omega and the SFAPA
- Develop positive relationships with various campus constituents to ensure ease of event planning
- Gather feedback from SFAPA member organizations on planned events
- Work with fellow Executive Council officers to find opportunities to cross-program events
- Provide information about upcoming campus events which should be supported by SFAPA
- Report to the Executive Council weekly
- Report to the Panhellenic Council weekly
- Perform all other duties as assigned

**Public Relations**
- Serve as a recruitment counselor in primary fall recruitment
- Be familiar with social media platforms and their management including, but not limited to:
  - Instagram
  - Facebook
  - Twitter
- Be comfortable taking photos and videos at events, and then editing and uploading the completed materials
- Serve as a liaison between the SFAPA and the Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), and Multicultural Greek Council (MGC)
- Develop and implement a primary recruitment advertising campaign
- Develop and implement an informal recruitment advertising campaign
- Maintain the SFAPA website, and all social media accounts
- Report to the Executive Council weekly
- Report to the Panhellenic Council weekly
- Perform all other duties as assigned