

1. All Executive Officers shall:

- Serve a term of one calendar year, which shall begin before the end of fall quarter.
- Place Panhellenic obligations before their member fraternity.
- Disaffiliate from their member fraternity during any recruitment event.
- Uphold the values and ideals of their member fraternity always, as well as those of the Panhellenic Association.
- Attend PHA General Meetings, Executive Board Meetings, and Mandatory Panhellenic events and programming.
- Represent the Panhellenic Association when any infraction of the Panhellenic Bylaws, Standing Rules, or Recruitment Handbook is in question.
- Complete Associated Fraternal Leadership & Values (AFLV) packet for individual position, if applicable.
- Have at least a 2.5 Cal Poly cumulative GPA at the time of nomination/application and maintain a 2.5 quarterly GPA during their term;; failure to receive the required GPA shall be handled in accordance with Article V, Section F.

2. The President shall:

- At least a junior/3rd year standing.
- Have overall responsibility for the operation of the Panhellenic Association (PHA).
- Preside over all executive council & regular meetings of the Panhellenic Association and call and preside over its special meetings.
- Serve as an ex-officio member of all Panhellenic Association committees.

- Call and preside over at least one President's meeting per quarter.
- Meet weekly with the Panhellenic Advisor and Executive Vice President

(executive team).

- Work with Presidents of the Interfraternity Council (IFC) and United Sorority and Fraternity Council (USFC) as necessary to represent and advance Panhellenic interests and improve Greek relations and visibility.
- Serve as a liaison for the sorority community to University administration and community representatives.
- Serve on the Student Community Liaison Committee (SCLC) and attend monthly meeting representing Panhellenic.

- Serve as co-chair of the Diversity and Inclusion Standing Committee of the Panhellenic Association.
- Serve as liaison for member chapter Presidents.
- Serve as a member of the recruitment team.
- Serve as a member of the Extension committee.
- Collect and supervise all E-plans for events.

3. The Executive Vice President shall:

- In the absence of the President, assume all of her duties and preside over official Panhellenic meetings.
- Not from same chapter as the President (recommended).
- Work with the President to serve as a liaison for the sorority community to University administration and community representatives.
- Meet weekly with the Panhellenic Advisor and President (executive team).
- Serve as liaison for member chapter Delegates.
- Oversee the Panhellenic Constitution and Bylaws and update if necessary.
- Coordinate annual election process for Panhellenic Executive officers.
- Plan Officers Installation Ceremony.
- Serve as chairperson of the Judiciary Standing Committee of the Panhellenic Association.
- Work in accordance with the President and Advisor to handle all violations of NPC and CPSU Panhellenic bylaws and Panhellenic Standing Rules.
- Work with Recruitment team to coordinate recruitment bylaws, guidelines and fine structure.
- Be responsible for the elections, training and oversight of the Junior Panhellenic Board members.
- Work with Vice President of Recruitment to coordinate Open House guidelines for chapters.

4. The Vice President of Community Education

- Be responsible for planning activities, forums and discussions to keep members of the Panhellenic Association current on topics relevant to sorority, Greek, student and community life.
- Plan and oversee New Member Education programs.
- Serve as co-chair of the Diversity and Inclusion Standing Committee of the Panhellenic Association.

- Conduct meetings with all member chapters' Scholarship chairs at least quarterly to brainstorm and share best practices.
- Offer resources to member chapters to improve scholastic performance and to support members in need.
- Recognize members on the Dean's List.
- Recognize member chapters for their academic accomplishments (ie: improvement, achieving GPA above All Women's Average, top chapter GPA, etc).

5. The Vice President of Recruitment shall:

a. Must be at least a junior/3rd year standing.

- Not be from the same chapter as the President (recommended).
- Be responsible for planning and executing Panhellenic formal recruitment.
- Be responsible for overseeing Continuous Open Bidding (COB)
- Coordinate recruitment planning meetings with chapter recruitment officers.
- Prepare all recruitment materials for potential new members and recruitment officers.
- Represent the Panhellenic Association when a recruitment infraction is in question.
- Be responsible for selecting and training the Recruitment Counselors, in conjunction with the Recruitment Team.
- Coordinate a Panhellenic Association booth at Open House in collaboration with the Vice President of Communications.
- Coordinate a Panhellenic Association booth at WOW Showcase.
- Oversee Bid Night
- Work in conjunction with the Executive Vice President to coordinate the chapters' efforts at Open House (ie: implement and distribute guidelines, etc.)

6. The Vice President of Recruitment Counselors shall:

- Be responsible for recruiting, selecting and training the Recruitment Counselors, in conjunction with the Recruitment Team.
- Coordinate Recruitment Counselor retreat in Winter or Spring quarter, trainings for Spring quarter and Fall trainings prior to formal recruitment.
- Assist the Recruitment Chair with coordination and implementation of formal recruitment.
- Work with the Public Relations Chair to coordinate the marketing of formal recruitment.

7. The Vice President of Risk Management shall:

- In the absence of the Executive Vice President, serve as chairperson of the Judiciary Standing Committee of the Panhellenic Association
- Assist Executive Vice President with Bylaws, Standing Rules, and Recruitment handbook, if necessary
- Be Panhellenic SAFER representative and give updates of all SAFER events and programming
- Plan Hazing Prevention Week with her IFC/USFC counterparts, in collaboration with the Vice President of Programming
- Assist Vice President of Community Education and Vice President of Programming with New Member Education programming.
- Hold multiple quarterly Risk Management Roundtables.
- Oversee Big/Little week.
- Work with Vice President of Programming to coordinate at least one guest speaker or workshop per year involving risk management.
- Not be from the same chapter as the Executive Vice President (recommended).

8. The Vice President of Administration and Finance shall:

- Responsible for the preparation of the annual budget and following up its approval by the Panhellenic Association.
- Receive all payments, receipts and reimbursements.
- Issue all checks on behalf of the Panhellenic Association.
- Maintain accurate records of all Panhellenic expenditures, projected expenses and current balances in all Panhellenic accounts through a budget.
- Distribute recurring bills to Delegates each quarter.
- Distribute one-time bills to appropriate chapter representatives when necessary.

- Reconcile account balances from ASI with official organization records
- Keep on file the minutes of all regular Panhellenic meetings;; distribute minutes to each chapter President, Delegate, Panhellenic board, Advisor and NPC Area Advisor.

- Call role at all Panhellenic Association meetings.
- Coordinate and distribute agendas for Panhellenic meetings.
- Keep up Panhellenic files in the Greek Life Office.

9. The Vice President of Programming shall:

- Oversee all Panhellenic Programming events

- Recruit, select and preside over the Greek Week committee with her IFC/USFC counterparts.
- Be responsible for planning and implementing Greek Week.
- Responsible for planning and implementing Panhellenic Values Week.
- Help plan Lead Awards with her IFC/USFC counterparts.
- Work with Recruitment team to provide assistance as necessary during formal recruitment.
- Work with VP Communication to assist with Open House and WOW Showcase
- Reach out to other Dean of Student office's (i.e. Safer, Center for Community Engagement, Gender Equity Center, etc.)
- Implement a Panhellenic intramurals league as based on need/desire of the community.
- Organize and distribute quarterly calendars.

10. The Vice President of Communications shall:

a. Coordinate and oversee all active promotion efforts for Panhellenic/Greek Life and accomplishments including but not limited to: press releases, verbal announcements, marquee submissions, and press coverage.

- Work with Recruitment Team to publicize both formal recruitment and individual chapters' COB events.
- Coordinate PR workshops for member chapters and work with them to build their PR strength.
- Coordinate a Panhellenic Association booth at Open House in collaboration with the Vice President of Recruitment.
- Attend IFC and USFC meetings weekly and report information back to Panhellenic
- Coordinate and distribute a quarterly Panhellenic newsletter to be distributed to the appropriate Cal Poly and the San Luis Obispo community.
- Coordinate all publicity efforts for Panhellenic, including but not limited to: shirts, banners, newsletters, fliers, and stationery.
- Coordinate Panhellenic Facebook, Twitter, and Instagram publicity efforts.
- Coordinate with Dean of Students web team regarding Panhellenic website matters.

11. The Vice-President of Philanthropy and Service shall:

- Coordinate, plan and supervise all Panhellenic philanthropic and community service events
- Coordinate, plan and supervise all Circle of Sisterhood Events, in collaboration with the Vice President of Programming
- Serve as chairperson of the Philanthropy and Service Standing Committee of the Panhellenic Association.
- Coordinate and distribute the monthly Philanthropy calendar in collaboration with the Fraternity and Sorority Live office.
- Create and implement one philanthropy/community service event per year with IFC/USFC.
- Work with member chapters to ensure the implementation and success of an annual signature philanthropy event.
- Work with Public Relations chair to promote all Philanthropy and Service events.

- Be a liaison for each individual sorority philanthropy chairs and Panhellenic.
- Coordinate and distribute AFLV packets for the Panhellenic board, and assist with their completion (if there is no Member-at-Large).

12. The Member-at-Large shall:

- a. Coordinate and distribute AFLV packets for the Panhellenic board, and assist with their completion.

- b. Assist the Executive and Junior Executive Officers as needed.