

President

1. The duties of the President are to provide an agenda and assure that all meetings within her jurisdiction are conducted properly and efficiently.
2. She is granted the authority to appoint persons to temporary positions to perform special functions.
3. Pursuant to her position, the President shall perform all other duties deemed necessary by Panhellenic or stated elsewhere in this Constitution.
4. Preside at all meetings of Panhellenic, as a non-voting member, except in the case of a tie.
5. Delegate responsibilities to the Panhellenic executive board and assure that these responsibilities are being fulfilled.
6. Initiate ideas for positive Greek relations on campus and assure the efficiency and effectiveness of Panhellenic in promoting them.
7. Serve as a contact person for Panhellenic.
8. Represent Panhellenic and sorority women at appropriate university meetings/events.
9. Consult with the Assistant Director of Student Activities for Greek Life on questions and/or problems.
10. Work with the IFC and NPHC presidents on maintaining open communication and jointly planning Greek system events/activities.
11. Work with the Assistant Director of Student Activities for Greek Life, the president of IFC, and the president of NPHC to coordinate the election process for new officers.
12. Once a year, serve as the co-chair of the constitution and bylaws revisions committee along with the Vice President of Cabinet.
13. Preside over monthly presidents meetings along with the IFC and NPHC presidents.
14. Preside over monthly joint-council meetings along with the IFC and NPHC presidents.
15. Plan and oversee the Leadership Retreat in January.
16. Correspond with the IFC and NPHC presidents and the Assistant Director of Student Activities for Greek Life before each semester regarding goals and plans of action.
17. Prepare an annual award for submission at the MGCA Conference.
18. Attend the MGCA Conference.
19. Attend all Panhellenic executive and council meetings.
20. Maintain at 2-3 hours in the Greek Life Office per week.
21. Uphold the Panhellenic Constitution and Bylaws.

Vice President of Cabinet

1. Appoint liaisons to various campus organizations with advice and consent of the executive board.
2. Meet with the liaisons on a regular basis.
3. Oversee philanthropic opportunities for Greek Life.
4. She shall, on occasion, be granted authority by the Panhellenic President to organize and coordinate special functions that Panhellenic may choose to participate in or sponsor.
5. Oversee election of Greek Week chairs in October.
6. Assist the chairs of Greek Week represented by each council (PHC, IFC, and NPHC).
7. Preside at all Panhellenic meeting (council and executive board) in the President's absence.
8. Meet with IFC and NPHC counterparts and the Assistant Director of Student Activities for Greek Life before each semester regarding goals and plans of action.
9. Prepare an annual award for submission at the MGCA Conference.
10. Attend monthly joint-council meetings.
11. Attend Leadership Retreat in January.
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Vice President of Programming

1. Hold educational seminars on crucial, timely fraternal issues each semester.
2. Promote interfraternalism among fraternities and sororities through educational and leadership programs.
3. Oversee Safe Halloween.
4. Oversee all awards given out by the Greek councils along with IFC and NPHC counterparts.
5. Work with other campus organizations to co-sponsor events.
6. Meet with IFC and NPHC counterparts and the Assistant Director of Student Activities for Greek Life before each semester regarding goals and plans of action.
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Vice President of Recruitment

1. Oversee all recruitment functions of the Panhellenic Council.
2. Coordinate the recruitment publication efforts (booklet, summer mailing, apparel) with centralized rush theme along with IFC and NPHC counterparts.
3. Prepare all mailings to incoming freshman regarding recruitment.
4. Organize all recruitment chairs and recruitment advisor meetings.
5. Sponsor Fall Formal Recruitment which facilitates the ability for chapters to speak to potential members.
6. Monitor chapters during recruitment to make sure NPC recruitment guidelines and regulations, our Code of Ethics, and SMSU policies are adhered to.
7. Send recruitment evaluations to chapters and new members.
8. Be available during the summer of her term to organize and supervise recruitment (must live in Springfield over the summer).
9. Coordinate the computer recruitment program.
10. Revise the Code of Ethics accordingly.
11. Has the ability to assess recruitment fines.
12. Meet with IFC and NPHC counterparts and the Assistant Director of Student Activities for Greek Life before each semester regarding goals and plans of action.
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Vice President of Academics

1. Promote scholarship through educational programs, events, and resources.
2. Coordinate such efforts through individual chapter scholarship chairs by meeting with them twice a semester.
3. Monitor chapter scholastic programs.
4. Establish a study group program for the Greek community.
5. Oversee the Academic Achievement Banquet each spring along with counterparts.
6. Recognize all campus departments for their work on behalf of the Greek community.
7. Meet with IFC and NPHC counterparts and the Assistant Director of Student Activities for Greek Life before each semester regarding goals and plans of action.
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Director of Social Awareness

1. Responsible for all Greek programs related to critical social issues affecting the Greek community such as Alcohol Awareness, Sexual Assault, Legal Liabilities, etc.
2. Work with GAMMA (Greeks Advocating the Mature Management of Alcohol) and attend their meetings.
3. Work with other campus organizations to co-sponsor events.
4. Update social and risk management policies accordingly.
5. Meet with IFC and NPHC counterparts and the Assistant Director of Student Activities for Greek Life before each semester regarding goals and plans of action.
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Director of Recruitment

1. Oversee the recruitment counselor program.
2. Coordinate the recruitment counselor selection.
3. Responsible for spring meetings, summer meeting, training meetings the week prior to school, and meetings throughout the recruitment period with the recruitment counselors.
4. Assist the Vice President of Recruitment throughout the entire formal recruitment process.
5. Meet with IFC and NPHC counterparts and the Assistant Director of Student Activities for Greek Life before each semester regarding goals and plans of action.
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Director of New Member Education

1. Review chapter new member programs at the beginning of each semester with the Assistant Director of Student Activities for Greek Life.
2. Serve as the student advisor to the Junior Greek Council and all Junior Greek officers.
3. Work closely with Panhellenic new member educators to promote positive Greek relations between respective new member classes.
4. Organize new member education workshops/retreats on topics such as hazing, risk management, and academics (Greek 101).
5. Coordinate regular meetings with all new member educators.
6. Meet with IFC and NPHC counterparts and the Assistant Director of Student Activities for Greek Life before each semester regarding goals and plans of action.
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Director of Administration

1. Serve as the secretary by taking minutes at Executive Board and Council Meetings.
2. Act as the Greek Life office manager.
3. Serve as the supervisor of finances by preparing the annual budget and collecting and disbursing all monies.
4. Review, approve and assign along with advisor all Council checks and contracts involving the Council.
5. Be responsible for the preparation of the annual budget and, following its approval by the Council, for providing a copy for each Council member fraternities.
6. Impose fines on chapters delinquent of late dues of unexcused absences of Representatives meetings.
7. Aid chapters in developing effective financial management.
8. Shall meet monthly with the Assistant Director of Student Activities to discuss the financial status of the Council.
9. Meet with IFC and NPHC counterparts and the Assistant Director of Student Activities for Greek Life before each semester regarding goals and plans of action.
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Director of Public Relations

1. Handle all promotion of Panhellenic Council.
2. Work with the university and community to promote Greek Life, specifically in areas such as alumni and university relations.
3. Oversee All-Greek Alumni BBQ during Homecoming weekend.
4. Responsible for the publication of the "Greek Chronicle."
5. Handle any correspondence deemed necessary by the Council.
6. Produce a monthly Calendar of Events.
7. Assist in promotion of the entire Greek community along with IFC, NPHC, and all other Greek organizations (Junior Greek, GAMMA, and Order of Omega).
8. Oversee the technology assistant and/or website designer and meet with him/her regularly.
9. Meet with Director of News Services for SMSU regularly.
10. Meet with IFC and NPHC counterparts and the Assistant Director of Student Activities for Greek Life before each semester regarding goals and plans of action.
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