Greek Life Advisor for Sorority Life

Appointment

The Panhellenic advisor of the University of Hartford Panhellenic Association shall be appointed by the University of Hartford Administration with advisory of outgoing and incoming University of Hartford College Panhellenic Council.

Authority

The Panhellenic advisor shall serve in an advisory capacity to the University of Hartford Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

PANHEL Executive Positions and Duties

All Executive Board Members should be familiar with and comfortable with the Manual of Information and all other governing documents of this association.

The President shall:

1. Have overall responsibility for the operation of the University of Hartford College Panhellenic Association Executive Board.
2. Preside over all regular meetings of the University of Hartford Panhellenic Executive Board.
3. Call and preside over all regular meetings of the University of Hartford College Panhellenic Association.
4. Review, approve and sign all Panhellenic Association contracts involving the University of Hartford College Panhellenic Association.
5. Complete the NPC Annual Report and send it to the NPC Area Advisor.
6. Maintain a complete and up-to-date President’s file which will include a copy of the current University of Hartford College Panhellenic Association Constitution, Bylaws and Standing Rules; the current Panhellenic Association budget; the current NPC Manual of Information and related materials, current correspondence and materials received from her NPC Area Advisor, her copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
7. Serve on the University of Hartford’s College Panhellenic Judiciary Board as a neutral party with no verbal communication and vote.
8. Perform all other duties pertaining to this office as assigned.

Vice President of Activities and Programming shall:

1. Perform duties of the President in her absence, inability to serve, or at her call.
2. Organize and appoint the Programming Committee with assistance from the Executive board and Panhellenic Advisor.
3. Be responsible for planning and implementing of such activities that may include fraternities, in addition to the campus community.
4. Maintain a complete up-to-date officer’s notebook.
THE UNIVERSITY OF HARTFORD PANHELLENIC ASSOCIATION

5. Organize and serve as a member of the Student Government Greek Life Programming Club.
6. Perform all other duties pertaining to this office as assigned.

Vice President of Recruitment shall:

1. Serve as the chairperson for the University of Hartford’s Panhellenic Formal and informal Recruitment.
2. Responsible for compiling recruitment statistics and distributing them in a timely manner.
3. Responsible for compiling all recruitment information and distributing it to each chapter’s recruitment chair in a timely manner.
4. Works with the President and Executive Board members to coordinate the details of recruitment.
5. Responsible for coordinating information night, Meet the Greeks.
6. Responsible for coordinating recruitment counselor selection, including formulating the Recruitment Counselor application and planning training sessions before recruitment begins.
7. Responsible for designing and ordering recruitment apparel.
8. Organize and appoint the Recruitment and Public Relations Committee with the Executive board, Panhellenic Advisor and Director of Public Relations.
9. Will sit in on judicial matters pertaining to only recruitment infractions.
10. Perform all other duties pertaining to this office as assigned.

Director of Community Service shall:

1. Provide a compiled list of Philanthropy ideas for chapters.
2. Track and develop at least one philanthropy/community service event for the University of Hartford College Panhellenic Association to participate in as a community, per semester.
3. Organize Philanthropy week for the following academic year.
4. Notify chapters of upcoming service events where they can earn appropriate hours.
5. Have an effective working relationship with the Community Service Director on IFC.
6. With the Executive Board, determine appropriate hours to be given per each community service/philanthropy event.
7. Maintain and organize an up-to-date file pertaining to all philanthropy events.
8. Perform all other duties pertaining to this office as assigned.

Director of Finance/Scholarship shall:

1. Be responsible for general supervision of the finances of the University of Hartford College Panhellenic Association.
2. Be responsible for the preparation of the annual budget and, following its approval by the Panhellenic Council, for providing a copy for each University of Hartford Panhellenic Association Member sorority/fraternity.
3. Receive all payments due to the Panhellenic Association, collect all dues, and give receipts if necessary.
4. Be responsible for the prompt payment of all bills of the University of Hartford Panhellenic Association.
5. Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
THE UNIVERSITY OF HARTFORD PANHELLENIC ASSOCIATION

6. Sign Panhellenic Association contracts when authorized to do so.
7. Be responsible for the promotion of scholastic achievement throughout the Panhellenic system.
8. Work with the IFC Scholarship Chair in the promotion for scholastic achievement throughout the Fraternity and Sorority community.
9. Maintain chapter GPA’s.
10. Obtain scholarship opportunities for the Greek Community.
11. In charge of Order of Omega and all that it umbrellas.
12. Organize and compile honor graduation cords for those Greeks with appropriate grades.
13. Perform all other duties pertaining to this office as assigned.

Director of New Members:

1. Advice and lead Greek 101 and RAD.
2. Initiate programs related to Health and Wellness in the Fraternity and Sorority community.
3. Maintain communication with the Women’s Center and Health Services.
4. Perform all other duties pertaining to this office as assigned.

Director of Communications/Public Relations shall:

1. Assist other Executive Board members in the communication for Recruitment, philanthropic endeavors, and other events.
2. Responsible for compiling a list of local and campus wide news media such as TV, radio and newspaper for communication purposes.
3. Responsible for the positive promotion of the University of Hartford Fraternity and Sorority community.
4. Work with the IFC Vice President of Public Relations in publishing Greek Life.
5. Work with the Executive Board members on any event they are planning and execute.
6. Monitor all social media outlets and report to the President and Panhellenic Advisor when issues arise.
7. Keep an up-to-date roll of the members of the Panhellenic Association and call roll call during all University of Hartford College Panhellenic Association meetings.
8. Keep current statistics concerning the number of initiated members and new members of each University of Hartford College Panhellenic Association Fraternity.
9. Keep full minutes of all meetings of the University of Hartford College Panhellenic Association and record of all action taken by the Council, Executive Board and Judicial Board.
10. Maintain a complete and up-to-date file, which will include minutes of the meetings of the University of Hartford College Panhellenic Association and its Panhellenic Executive Board along with copies of all contracts made by the Panhellenic Executive Board.
11. Be responsible for the official correspondence of the University of Hartford College Panhellenic unless provided for otherwise.
12. Responsible for the Greek Community Newsletter along with the IFC Director of Communications.
13. Perform all other duties pertaining to office as assigned.

Director of Judicial shall:
1. Keep and up-to-date file of chapter standings and progress of fulfilling requirements.
2. Email sorority/fraternity any reason for being brought to a judicial hearing/judicial board.
3. Prior to hearing prepare a list of infractions and sanction options, but be hand written.
4. Must notify chapter of consequences if sanctions are not fulfilled.
5. After judicial hearing, must immediately send a copy of the agreement to the chapter president.
6. Perform all other duties pertaining to this office as assigned.