2015 Panhellenic Association
Executive Board Application

NAME __________________________________________________________________________________________________________
(Last)     (First)     (Middle)

SORORITY AFFILIATION________________________________ STUDENT ID________________________________________

CUMMULATIVE GPA_________________________________ CELL PHONE______________________________________________

EMAIL ADDRESS_______________________________________________________________________________________________

MAJOR __________________________________________________________ GRADUATION DATE_______________________

RANK EACH POSITION IN ORDER OF WHAT YOU ARE MOST INTERESTED IN (1 being your first choice and 8 being your last choice):

President ___
Vice President of Internal Affairs ___
Vice President of Membership Recruitment ___
Executive Secretary ___
Vice President of Finance ___
Director of Programming ___
Director of Community Service and Philanthropy ___
Director of Academic Affairs and Risk Management ___

Please answer the following questions and attach it to your application:
1. Please state your activities at Emporia State University, including sorority. List offices held and briefly explain responsibilities.
2. How can these experiences help you to be an effective officer?
3. Describe why you would like to be selected for this position(s).
4. Explain why you are qualified for the position(s).
5. What are some ideas you have that could enhance the position you are applying for?
6. What do you see as the role of the Panhellenic Association?
7. Can you attend meetings on Monday afternoons from 3:30pm to 5:00pm and complete 1 office hour per week?

Please sign and date to verify that all of the above information is accurate and correct.

_______________________________________________________________                 ____________________
Signature          Date

Remember to sign up for an interview time located in the CSI.

If you have any questions, please contact Sarah Aubey, Vice President of Internal Affairs at saubey@g.emporia.edu or 281-750-1102.
President is responsible for:
Panhellenic Exec Board operations, calling and presiding over PHA Council Meetings, and reporting to Advisor(s), and PR for any events.
*Must have served a minimum of one semester as a Delegate, Assistant, or PHA officer.

VP of Internal Affairs is responsible for:
Performing all of the duties of the President while she is absent, Installation of new officers, Executive Board Meetings, constitution and bylaws, officer retreats, officer training, and PR for any events.

Executive Secretary is responsible for:
Keeping roll of all members, minutes of all meetings, a calendar of all the sororities’ monthly events, PR for any events, and distributing minutes to delegates.

VP of Finance is responsible for:
Supervising the finances of ESU’s PHA, preparing the budget for each officer, collecting dues, paying all bills of PHA promptly, maintaining financial records, PR for any events, and fundraising once per semester for PHA.

Director of Programming is responsible for:
Greek Week, coordinating a minimum of one exchange for PHA per semester (Sorority Switch, Progressive Dinner), PHA sports, PR for any events, overseeing PHA sports handbook.

Director of Philanthropy and Community Service is responsible for:
Planning at least one community service event per semester, planning at least one philanthropy event per semester, PR for any events, and keeping delegates informed about opportunities.

Director of Academic Affairs and Risk Management is responsible for:
Organizing at least one educational program per semester, working with Scholarship chairs on effective scholarship programs, PR for any events, and producing the PHA Scholarship Newsletter once per semester with IFC Scholarship Chair, and planning risk management events.