

# Alpha Phi

## Positions and Descriptions

### ***Requirements for holding an office:***

- ~Initiated member in good standing scholastic requirement of 2.75 GPA for exec positions (which are \*starred) and 2.25 GPA for all other positions (Unless approved by the current executive council)
- ~Executive members must have been an initiated member for one full year at the time of elections.

If you wish to gain approval to run for a position by the executive council you must come to an exec meeting (Sundays at 6pm room 342 CC) and state the position and why you feel you are qualified despite the limitations above. If you cannot attend please contact Kristin Hodge and she will present your case to exec (it will not count against you if you cannot attend).

### **\*\*PRESIDENT – Kristin Hodge** (elected)

#### Qualifications

1. Has prior leadership and management experience, is a visionary, and possesses the ability to motivate and inspire others;
2. Understands parliamentary procedures and considers the rights of the minority;
3. Represents the chapter well with campus administrators, other Greek groups, and representatives of National Panhellenic Conference;
4. Possesses the personal skills to work in harmony with the Advisory Board, the House Corporation Board, the house director, the Greek Advisor, Educational Leadership Consultants, and other International officers;
5. Serves as a mentor to the Executive Council members.

#### Duties

1. Presides at all chapter meetings, Executive Council meetings, and meetings of the Judiciary Board
2. Calls special meetings of the chapter when deemed necessary or when requested by a one-third vote of the chapter;
3. Carries on the work of the chapter as directed by the Constitution and Bylaws, Policies & Procedures of the Alpha Phi International Fraternity, chapter bylaws, and college panhellenic rules;
4. Conducts initiation and other ceremonies as prescribed in the Ritual and the Ceremonies Manual;
5. Reports in accordance with the fraternity calendar giving information as to progress, internal conditions of the chapter and general functioning of departments;
6. Takes a leadership role in the year-round membership recruitment effort of the chapter, participates actively in the chapter member development and education programs, understands the budgeting process and advocates fiscal responsibility, and represents the chapter in the best light to administrators, faculty, parents, and other students;
7. Works in concert with the Chapter Adviser and notifies her before signing any university documents on behalf of the chapter.
8. Performs all other duties usually incumbent on the office. (Composite arrangements, reporting to internationals, etc.).

### **\*\*VICE PRESIDENT OF PROGRAMMING AND DEVELOPMENT – Allison Spitzer** (elected)

#### Qualifications

1. Is a visionary and can motivate and inspire others;
2. Understands delegation and serves as a mentor to the members of her department;
3. Possesses a strong value system that includes a belief in the dignity of every person, a respect for academic achievement, an appreciation of diversity, and an ability to make difficult decisions involving friends;

4. Has a willingness to take personal time to help other sisters' work through problems and the self-confidence to challenge sisters to help themselves;
5. Is knowledgeable and enthusiastic about the history and traditions of Alpha Phi and is able to communicate this excitement to others, and can inspire the chapter to create a positive membership experience for all members.

#### Duties

1. Leads her department members in goal-setting at the beginning of their terms;
2. Conducts weekly department meetings and follows up with all Directors to assure that goals are accomplished and tasks are completed.
3. Serves as a member of the Judiciary Board and Chair of the Member Development Committee;
4. Communicates the program priorities of the Directors of Scholarship, Member Development, Member Education, and Chapter Events to the Executive Council on a weekly basis.
5. Reports in accordance with the fraternity calendar giving information as to progress in the areas of Member Development, Education, and Scholarship;
6. In the absence of the President, represents this chapter and preside at all regular and special meetings of this chapter, the Executive Council and the Judiciary Board, and assume her other duties.
7. Performs all other duties usually incumbent on the office. (Ex. Programs every month, scholarship programs, risk management, distributes calendars etc)

#### *Positions in this Department*

**Director of Member Development – Katie Rhodes** (elected) shall direct and be responsible for the chapter's Member Development program.

#### Qualifications

- a. Possesses an exemplary character and high ideals as well as patience and understanding of other people;
- b. Has an aptitude for inspiring others to live up to their best potential;
- c. Is willing to provide counsel and encouragement to individual members, and able to lead discussions in a constructive manner;
- d. Is willing to enforce rules tactfully but resolutely;
- e. Demonstrates personal accountability and can lead others to do the same.

#### Duties

1. Has an aptitude for inspiring others to live up to their best potential;
2. Is willing to provide counsel and encouragement to individual members, and able to lead discussions in a constructive manner;
3. Is willing to enforce rules tactfully but resolutely.
4. Supervises the development of this chapter's standards of excellence based on the International Code of Excellence and its annual review by all members;
5. Develops a Member Development Program which includes addressing women's health and social issues and utilizes the resources available on campus and from Alpha Phi International;
6. Submits reports as requested by Alpha Phi International;
7. Attends Program Development Department meetings
8. Performs all other duties usually incumbent on the office. (Plans sisterhoods, keeps track of attendance points and awards etc)

**Director of Member Education – Kristen Vaughn** (elected) shall develop and direct the Fraternity Education program for this chapter.

#### Qualifications

- a. Has a good knowledge of Alpha Phi's history and traditions as well as the Constitution and Bylaws, Policies & Procedures of the Alpha Phi International Fraternity, Inc., the Collegiate Chapter Operations Manual, and other pertinent materials provided by Alpha Phi International;
- b. Desires to instill in others a thorough background of the meaning of lifetime membership in Alpha Phi Fraternity;

### Duties

1. Has a good knowledge of Alpha Phi's history and traditions as well as the Constitution and Bylaws, Policies & Procedures of the Alpha Phi International Fraternity, Inc., the Collegiate Chapter Operations Manual, and other pertinent materials provided by Alpha Phi International;
2. Desires to instill in others a thorough background of the meaning of lifetime membership in Alpha Phi Fraternity.
3. Develops a program of Member Education for all chapter members and a New Member Education program
4. Directs the chapter's annual study of the Constitution and Bylaws and International Standing Rules;
5. Completes the Member Education Reports as required by Alpha Phi International;
6. Attends Program Development Department meetings;
7. Keeps the chapter informed of the New Member Orientation Program;
8. Plans the New Member Orientation so that it operates continually, allowing new members received through COB to start the program at any point in time;
9. Ensures that all new member-related activities comply with Policies & Procedures of the Alpha Phi International Fraternity, Inc., that risks have been anticipated and managed, and that no hazing exists;
10. Appoints an assistant if necessary
11. Performs all other duties usually incumbent on the office.

**Manager of New Member Orientation – Val Davey** (appointed) shall develop and direct the New Member Orientation Program of this chapter.

### Qualifications

- a. Is thoroughly familiar with chapter and campus scheduled events;
- b. Possesses sincerity, poise, high ideals, and a friendly disposition with no trace of a domineering attitude;
- c. Demonstrates knowledge of and support for Alpha Phi International policies on hazing and human dignity;
- d. Exhibits a sympathetic understanding of the view points of others, and a respect for and an interest in the individual;
- e. Is able to discern individual potentialities;
- f. Is able to enforce rules tactfully but resolutely;

### Duties

1. Keeps the chapter informed of the New Member Orientation Program;
2. Appoints, with the approval of the VPPD, a New Member Orientation Committee;
3. Implements the New Member Education Program. Works in concert with the Director of Member Education to fulfill the chapter's programming and member education goals;
4. Plans the New Member Orientation so that it operates continually, allowing new members received through COB to start the program at any point in time;
5. Ensures that all new member-related activities comply with Policies & Procedures of the Alpha Phi International Fraternity, Inc., that risks have been anticipated and managed, and that no hazing exists;
6. Works in concert with the Program Development Adviser (or the Member Education Adviser);
7. Is a member of the Member Education Committee;
8. Attends Program Development Department meetings as;
9. Keeps her notebook current and trains her successor.

**Director of Scholarship – Meghan Hinnenthal** (appointed) shall develop, direct and be responsible for this chapter's Scholarship Program.

### Qualifications

- a. Has a thorough knowledge of the academic processes and techniques, and also the educational resources of the campus and community;
- b. Understands the principles involved in scholastic achievement;
- c. Is willing to provide counsel and encouragement to individual members.

Duties

1. Appoints, with the approval of the Vice President of Program Development, the Scholarship Committee;
2. Develops a Scholarship program that rewards outstanding and improved scholarship and provides academic assistance to those members who need it;
3. Works in consort with the Program Development Adviser (or Scholarship Adviser);
4. Attends Program Development Department meetings;
5. Keeps her notebook current and trains her successor before leaving office.

**Director of Music – Hope Eike** (appointed) shall conduct and advance the chapter's music program.

Duties

1. Educates about Alpha Phi history and fosters sisterhood using songs;
2. Assists with music for pinning ceremonies, serenades, and sisterhood events;
3. Arranges for teaching of new songs from Alpha Phi songbooks and ones written by chapter members;
4. Arranges for teaching of Ritual songs for initiation and formal meetings;
5. Sends original words and music or parodies to Alpha Phi International for consideration for Fraternity awards and for distribution to other chapters;
6. Attends Program Development Department meetings;

**Director of Chapter Events – Casey Witkowski** (appointed) shall conduct the social program of this chapter.

Duties

1. Makes or supervises all arrangements for the chapter's social functions, ensuring that all comply with Policies & Procedures of the Alpha Phi International Fraternity, Inc., and that the risks have been anticipated and managed.
2. Appoints committees for functions as needed;
3. Confers and cooperates with the Director of Finance regarding commitment of budgeted funds;
4. Serves as a member of Program Council;
5. Attends Program Development Department meetings;
6. Performs all other duties usually incumbent on the office. (Completes risk management forms for all social events.)

**Chaplain – Katie Adamski** (appointed) shall conduct all devotional services; shall be responsible for the inspirational activities prior to Initiation; shall conduct inspirational and educational literary exercises; shall install all officers; and shall perform such duties as are prescribed in the Ritual.

Duties

1. Conducts all devotional services;
2. Conducts or delegates inspirational ceremonies and literary exercises;
3. With the Director of Member Education and an adviser, is responsible for developing and conducting inspirational activities prior to Initiation;
4. Installs incoming officers in accordance with the Alpha Phi Ceremonies Manual;
5. Assists the in tallying all written secret ballots;
6. Performs all other duties prescribed in the Ritual of Alpha Phi and in the Alpha Phi Ceremonies Manual;
7. Is responsible for the proper storage and care of the Ritual equipment and conducts an inventory after each initiation;
8. Trains the Marshal and Guard in their responsibilities;

9. Attends the Program Development Department meetings as needed;

**Historian – Natalie Magnus** (appointed) shall be custodian of the chapter archives; shall keep a scrapbook of clippings and records of current events important in the history of the chapter and college; shall maintain a memorabilia collection

Duties

1. Keeps a scrapbook of clippings and records of current events important in the history of the chapter and campus;
2. Sends memorabilia from the chapter's founding or pictures and mementos more than 50 years old to the Executive Office;
3. Works with the Director of Member Education to educate about chapter history;
4. Attends the Program Development Department meetings as needed;

**Marshal – Val Davey** (appointed) shall take charge of the ballot box; shall conduct officers through installation services; and shall perform such duties as are prescribed in the Ritual.

Duties

1. Conducts incoming officers through the installation ceremony, and performs other duties prescribed in the Ritual of Alpha Phi and the Alpha Phi Ceremonies Manual;
2. Takes charge of the ballot box;
3. Works with the Chaplain, New Member Orientation Manager, and the Director of Member Education;
4. Attends the Program Development Department meetings when necessary;

**Guard – Leah Woodruff** (appointed) shall take charge of the outer door of the secret rooms; shall receive the password which admits to the inner room; shall take charge of the secret room and insignia of the chapter; and shall see that the secret room is opened ten minutes before the appointed time of meeting.

Duties

1. Takes charge of the outer door of the secret room and receives the password which admits to the inner room;
2. Prepares the secret room and the insignia of the chapter at least ten minutes before the appointed time of each chapter meeting;
3. Sees that the room is put in order following each meeting;
4. Is the custodian of the equipment of ceremonies and keeps all such equipment in readiness, reporting frayed objects to the Chaplain;
5. Performs other duties as prescribed in the Ritual of Alpha Phi and the Alpha Phi Ceremonies Manual;
6. Works with the Chaplain, Manager of New Member Orientation, and the Director of Member Education;
7. Attends the Program Development Department meetings when necessary;

**Director of Health and Wellness — Allison Spitzer** (appointed)

Qualifications:

- a. Have an idea of what it takes to stay healthy or willing to do research.

Duties:

1. Responsible for coming up with a healthy lifestyle program (eating right, exercising, relaxation time, etc.)
2. Other duties open to interpretation.

**\*\*VICE PRESIDENT OF RECRUITMENT – Kristen Vaughn** (elected)

Qualifications

1. Is a visionary and can motivate and inspire others;
2. Understands delegation and serves as a mentor to the members of her department;
3. Is analytical and strategic about the recruitment process;
4. Understands the relationship and interdependence between Formal Recruitment, COB, and MAP and in what circumstance one has priority over the other two;
5. Is highly competitive but values Panhellenic cooperation.

Duties

1. Leads her department members in goal-setting at the beginning of their terms;
2. Conducts weekly department meetings and follows up with all Directors to assure that goals are accomplished and tasks are completed.
3. Communicates the priorities and progress of the Recruitment Program to the Executive Council on a weekly basis;
4. Plans the overall membership recruitment strategy by analyzing the competition and developing or altering plans and preparations accordingly;
5. Performs all other duties usually incumbent on the office. (Plans recruitment activities along with COB, orders T-shirts for recruitment etc.)

*Positions in this department:*

**\*\*Panhellenic Delegate – Valerie Davey** (elected) shall represent this chapter at all College Panhellenic Association meetings, performing attendant tasks as necessary.

Qualifications

- a. Is familiar with the campus and campus trends;
- b. Possesses outstanding leadership traits;
- c. Has a thorough understanding of her chapter and her Fraternity;
- d. Is able to express the viewpoint of her chapter in Panhellenic meetings in Greek Council meetings or other inter-sorority or inter-Greek associations.

Duties

1. Is able to express the viewpoint of her chapter in Panhellenic meetings in Greek Council meetings or other inter-sorority or inter-Greek associations and votes on her chapter's behalf.
2. Reports to this chapter on all College Panhellenic Association actions;
3. Informs this chapter of all local and National Panhellenic matters;
4. Notifies the Chapter Adviser of any Panhellenic problems or important impending votes;
5. Implements directions from the Fraternity's National Panhellenic Delegate, submitting reports as requested;
6. Serves as a member of the Executive Council, the Recruitment Department, and the Program Council;
7. Works in concert with the Recruitment Adviser and informs her in advance of all local College Panhellenic Association meetings

**Assistant Panhellenic Delegate – Sherry Xiong** (appointed)

Duties

1. Attends all Panhellenic Meetings
2. Votes on behalf of the chapter
3. Fills in for Head Delegate if necessary

**Director of Continuous Open Bidding – Kelsey Roupp** (elected) shall develop and direct the COB program for this chapter.

Qualifications

- a. Has organizational ability and is able to delegate responsibility;
- b. Is able to motivate the chapter members;
- c. Is enthusiastic and able to sustain that energy despite chapter apathy or negativism;
- d. Is outgoing, personable, and familiar with campus social centers.

### Duties

1. Keeps the chapter fully informed of all plans and developments concerning the year-round recruitment program and informs members of their responsibilities;
2. Attends the Recruitment Department meetings and assists the Director of MAP when the chapter is at maximum size;
3. Is familiar with the NPC Unanimous Agreements, Resolutions relating to COB and the College Panhellenic Association Rules on COB;
5. Works in concert with the Recruitment Adviser;
6. Maintains records of every COB contact and follows through with chapter members who are responsible for those contacts;
7. Completes the Membership Recruitment reports as requested by Alpha Phi International;
8. Performs all other duties usually incumbent on the office. (Plans recruitment events with the VP throughout the year, keeps members recruiting all year)

**Director of MAP – Tiff Hock** (elected) shall develop and direct the MAP program for this chapter.

### Qualifications

- a. Is strategic and creative;
- b. Is able to motivate the chapter members;
- c. Is able to develop and follow through with a plan;
- d. Is familiar with Alpha Phi's current campus and community image.

### Duties

1. Keeps the chapter fully informed of all plans and developments concerning the MAP program and informs members of their responsibilities;
2. Attends the Recruitment Department meetings and assists the Director of COB when the chapter is not at maximum size;
3. Is thoroughly familiar with the NPC Unanimous Agreements, Resolutions relating to Formal Recruitment and COB, and the College Panhellenic Association Rules;
4. Selects target segments of the prospective member population for MAP;
5. Completes the MAP Report as requested by Alpha Phi International;
6. Performs all other duties usually incumbent on the office. (Keeps website and bulletin boards on campus updated, assists in making posters, flyers etc for the chapter)

**\*\*VICE PRESIDENT OF MARKETING – Katie Rhodes** (elected)

### Qualifications

1. Is a visionary and can motivate and inspire others;
2. Understands delegation and serves as a mentor to the members of her department;
3. Is creative and artistic but also analytical and strategic;
4. Understands the importance to Alpha Phi of image, name recognition, and positive and frequent publicity;
5. Capable of visualizing the day when Alpha Phi is a household word.

### Duties

1. Leads her department members in goal-setting at the beginning of their terms;
2. Conducts weekly department meetings and follows up with all Directors to assure that goals are accomplished and tasks are completed.
3. Communicates the priorities of her department to the Executive Council and presents an annual marketing plan for which the various Directors in her department coordinate their efforts to create a bigger impact and updates the Executive Council frequently on their efforts;
4. Coordinates the efforts of her department with the recruitment calendar to augment the recruitment efforts;
5. Oversee and coordinate the public relations, publicity, philanthropic fundraising, community service, and campus activities of the chapter.

6. Performs all other duties usually incumbent on the office. (Ex. Plans Bounce for Beats, plans philanthropies and community service projects, plans parent's banquet)

*Positions in this Department*

**Director of Alumnae Relations – Ashlee Helmbrecht** (appointed) shall conduct an alumnae program focusing on both local alumnae and chapter alumnae that will inspire members to remain committed to Alpha Phi for a lifetime and promote positive relations with alumnae.

Duties

1. Develops a program that promotes positive relations with both local alumnae and chapter alumnae via frequent written communication and through Founders Day events, Alumnae Formals, Chapter Anniversary celebrations, and other Fraternity activities;
2. Creates opportunities for career networking with alumnae;
3. Attends the Marketing Department meetings to coordinate activities;
4. Organizes a beginning and end-of-semester alumnae newsletter by the chapter to be sent out through e-mail

**Director of Parent Relations – Allison Spitzer** (appointed)

Duties

1. Keeps an up-to-date roster of parent names, addresses, and emails,
2. Informs parents of chapter events,
3. Plan activities to keep parents involved in Alpha Phi,
4. Develops a parent newsletter

**Director of Campus Activities – Kelsey Roupp** (appointed) shall conduct a campus activities program for all members of the chapter

Qualifications:

1. Enjoy spending time on campus
2. Likes to stay informed of what's happening on campus

Duties:

1. Develops and promotes a program that motivates members to participate in university-approved campus activities that promote Alpha Phi;
2. Appoints a committee to assist in the implementation of projects in which Alpha Phi's participation benefits Alpha Phi's image;
3. Attends the Marketing Department meetings to coordinate activities;
4. Keeps her notebook current and trains her successor.

**Director of Philanthropy—Katie Adamski** (appointed) shall help conduct community service programs for all members

Duties:

1. Develops and promotes a program that will inspire individual members to altruistic service in the local community;
2. Motivates chapter members to contribute financially to the Alpha Phi Foundation through events that will promote life-long support for Alpha Phi and its Foundation;
3. Attends the Marketing Department meetings to coordinate activities;
4. Keeps her notebook current and trains her successor.

**\*\*VICE PRESIDENT OF COLLEGIATE OPERATIONS – Casey Witkowski** (elected)

Qualifications

1. Is a visionary and can motivate and inspire others;
2. Understands delegation and serves as a mentor to the members of her department;
3. Is organized, detail-oriented, and understands the importance of individual and chapter fiscal responsibility;

4. Interprets the chapter's limited financial resources as an opportunity to establish priorities;
5. Possesses the personal skills to work closely and well with members of the House Corporation/Chapter Property Committee (if applicable) and the Finance Adviser.

#### Duties

1. Leads her department members in goal-setting at the beginning of their terms;
2. Conducts weekly department meetings and follows up with all Directors to assure that goals are accomplished and tasks are completed;
3. Serves as a member of the Judiciary Board;
4. Communicates the priorities of the Director of Finance and Administration to the Executive Council on a weekly basis;
5. Develops a team spirit among her department members so that financial presentations to the chapter are accomplished by the whole department and the Director of Finance and Chapter Facilities are supported in their efforts;
6. Reports in accordance with directives from Alpha Phi International, giving information as to progress in the areas of finance, housing, and administration;
10. Performs all other duties usually incumbent on the office. (Makes phone trees, writes articles to internationals for the Quarterly)

#### *Positions in this Department*

**\*\*Director of Finance – Amanda Gawinski** (elected) shall operate under the supervision of, and in accord with the direction issued by the International Director of Finance. She shall be automatically bonded by the Fraternity.

#### Duties

1. Has some familiarity with accounting procedures or is willing to study and learn;
2. Prepares and issues annual contracts to all new members and initiated members, which outline their financial obligations and payment due dates;
3. Collects all money due the chapter, the Fraternity, and the House Corporation Board; makes out duplicate receipts and duplicate deposit records and deposits all checks and money orders in this chapter's bank account as soon as possible after receipt.
4. Keeps an accurate record of all receipts and expenditures;
5. Monitors the follow-up of delinquent accounts and keeps the Chapter Operations Adviser informed of the state of those accounts;
6. Pays all accounts and other disbursements by check only;
7. Presents a monthly financial report to this collegiate chapter, comparing actual receipts and expenditures to the budget figures;
8. In accordance with the annual instructions issued by the Director of Finance at the Alpha Phi Executive Office:
  - a) Collects and submits all International fees and Founders. Day pennies;
  - b) Prepares and submits a preliminary annual budget;
  - c) Prepares and submits the final annual chapter budget;
  - d) Prepares and submits the Chapter Finance Monthly Report;
9. Alerts the Chapter Adviser should any chapter delegate or alternate to Convention or Regional Leadership Conference fail to return to the chapter for the academic period following such a meeting;
10. Serves as a member of the Executive Council
11. Appoints, with the approval of the Vice President of Chapter Operations and the President, an Assistant and directs her activities;
12. Attends the Chapter Operations Department meetings;
13. Keeps her records and notebook current, trains her successor before leaving office, and files new bank signature cards with the bank.

**Assistant Director of Finance – Laura O'Brien** (appointed) Assists the Director of Finance (Collects checks and deposits them into the bank account, keeps track of payment plans etc)

**Director of Administration- Jenny Wysocky** (elected) shall direct and shall see that all reports, records, and other information as may be required are submitted promptly and accurately and shall serve as chair of the Bylaws committee.

#### Duties

1. Is responsible for the promptness and accuracy of all reports, records, lists, dues, fees, and other data required by the Fraternity from the various other collegiate officers;
2. Serves as the chair of the bylaws committee and reads or discusses the bylaws once a year during chapter meetings;
3. Making all the arrangements for impending visits of the ELC or other Fraternity officers;
4. Serves as a member of the Executive Council and as an ex-officio member of Program Council;
5. Posts the adopted chapter calendar on the chapter's bulletin board and distributes copies of the calendar to:
  - a. Members of the Advisory Board
  - b. President of the House Corporation Board (if it is a housed chapter)
  - c. House Director (if it is a housed chapter)
  - d. All new and initiated members
6. Works in consort with the Chapter Adviser and the Chapter Operations Adviser;
7. May serve as chapter parliamentarian and familiarizes herself with Robert's Rules of Order, Newly Revised. If serving as parliamentarian, tallies all written secret ballots with the assistance of the chaplain and an advisor;
8. Keeps her notebook current and trains her successor;
9. Complies all award applications for Alpha Phi International Fraternity

**Recording/Corresponding Secretary- Jenny Wysocky** (appointed) shall take charge of the records of the chapter; shall call the roll at the beginning of each regular session; shall record all absences and report the same as delinquent cases and present the names to the Member Development Committee; shall keep the minutes of all meetings of the chapter and house meetings. Shall attend to all general correspondence of the chapter; shall preserve on file all important business communications

#### Duties

1. Records the minutes of all meetings of the collegiate chapter. She should record all formal meeting minutes in the chapter's Permanent Minutes Book, and the minutes from all other meetings should be recorded and kept by the recording secretary;
2. Calls and reports the roll at the beginning of each collegiate chapter meeting, and reports all unexcused absences to the Member Development Committee;
3. Presents the minutes of each chapter meeting for approval at the next meeting and copies the minutes, after approval or correction, into the permanent minutes book, using initials of titles only;
4. Notifies collegiate members of special meetings;
5. Notifies members of their election to office in the chapter;
6. Keeps a permanent record of the names and addresses of all current and past members of the chapter in consort with the Director of Finance or VPCO;
7. Attends Chapter Operations Department meetings;
8. Keeps her notebook current and trains her successor;
9. Attends to all general correspondence;
10. Preserves on file all important business communications and copies of the President's Convention and Regional Leadership Conference Reports;
11. Keeps rosters that include: a record of names, college and home addresses and telephone numbers of all initiated and new members of the chapter and their parents' names and distributes copies to the initiated and new members, the Advisory Board, House Corporation Board, and the House Director (if applicable);

## **Panhellenic Offices**

(all elected except Assistant Delegate) are Elected

### **Vice President of Recruitment**

Plans and implements Panhellenic recruitment with the VPs of Recruitment from each chapter.

### **Public Relations Chair**

Handles fundraising and philanthropy events along with marketing of the Greek community.

### **Greeks Advocating the Mature Management of Alcohol Chair (GAMMA)**

Plans programs for the Greek community about risk management issues (alcohol, safety, etc)

### **Treasurer**

Handles the finances of the Panhellenic Council (collecting dues, writing checks, balancing the budget etc.)

### **Delegates (mentioned above)**

These positions alternate and are therefore held by Alpha Xi Delta's this semester. If you wish to speak with the officer either contact Carol for their information or attend a Panhellenic meeting (Every other Tuesday at 6pm). More general questions can be addressed to the members of Panhellenic now who include Carol Poggemann, Val Davey, Sherry Xiong, Amber Schutz, Laura Enriquez, Libby Thorson