



2020-2021 PANHELLENIC EXECUTIVE BOARD DUTIES

BINGHAMTON UNIVERSITY

The President shall:

1. Have overall responsibility for the operation of the Panhellenic Council.
2. Call and preside all Executive Board and Panhellenic Council meetings of the Binghamton University Panhellenic Council.
3. Directly advise, assist, and regularly meet with the three of the specifically oriented vice president positions and the executive vice president, and one must be the vice president of recruitment. The other positions may be decided in conjunction with the executive vice president. Must check in with those executive board members regularly, and help execute their initiatives or projects.
4. Complete semester check-ins with all members of Panhellenic Executive Board, and host a full executive board planning meeting at the beginning of each semester to ensure productivity.
5. Maintain communication with Chapter Presidents, and call Presidents meetings in the case of large, urgent matters.
6. Serve as a member ex-officio of all Panhellenic Council committees with vote, and represent Panhellenic Council to outside community.
7. Appoint all standing and ad hoc committees with approval from the Executive Board.
8. Attend or find a replacement for Fraternity and Sorority Leadership Board meetings.
9. Make emergency interim decisions, with a majority approval of the Executive Council, which shall be subject to review by the Panhellenic Council.
10. Attend conferences and retreats as instructed by the Panhellenic Advisor.
11. Ensure the Executive Board is remaining on track with their respective duties.
12. Perform all other duties usually pertaining to this office.

The Executive Vice President shall:

1. Perform the duties of the President in her absence, inability to serve, or at her call.
2. Be familiar with the NPC Manual of Information and all governing documents of the council.
3. Directly advise, assist, and regularly meet with the three of the specifically oriented vice president positions, and one must be the vice president of administration. The other positions may be decided in conjunction with the president at the beginning of their terms. Must check in with those executive board members regularly, and help execute their initiatives or projects.
4. Maintain day to day operations of the council. Act as the contact for non-specific questions from member chapters.
5. Coordinate Representative Trainings, and act as liaison between chapter representatives and the council.
6. Organizes and plans initial new member meeting and facilitates contact between new members and the council.
7. Maintain Panhellenic Council calendar consisting of chapter and council event.
8. Reserve all spaces necessary for Panhellenic endeavors.

9. Coordinate special programs or projects for Panhellenic Council.
10. Perform all other duties usually pertaining to this office.

The Vice President of Recruitment shall:

1. Lead the formal recruitment process.
2. Select, train, and oversee Recruitment Counselors.
3. Responsible for the evaluation, revision, and improvement of the Code of Ethics, Membership Guidelines, the Formal Recruitment System and Procedures, General Recruitment Procedures, and Membership Procedures.
4. Plan, coordinate and implement events that encourage women to go through the recruitment process.
5. Promote the understanding of Membership Guidelines and the Code of Ethics among sorority women.
6. Periodically meet with individual chapter Recruitment chairmen/committee to evaluate Recruitment methods, techniques, and parties.
7. Perform all other duties usually pertaining to this office.

The Vice President of Membership Development shall:

1. Focus on the betterment and development of the individuals and chapters in our community.
2. Responsible for all academic affairs of council. Must host at least one academic event or initiative each semester.
3. Responsible for coordinating membership development of council. Must host at least one development event or initiative. Can utilize outside offices for expertise.
4. Responsible for planning at least one sisterhood event or initiative each semester.
5. Garner feedback and suggestions for tailoring of programs and events.
6. Organize the Senior Recognition Ceremony at the end of the Spring Semester.
7. Perform all other duties related to this office.

The Vice President of Administration shall:

1. Keep an up-to-date roster of the members of the Panhellenic Council which includes their name, contact information, and projected graduation date.
2. Keep an up-to-date record of the contact information of respective chapter positions.
3. Record minutes of all meetings of the Binghamton University Panhellenic Council and the Executive Board.
4. Take attendance at all Panhellenic Council meetings and report to President and Judicial Chair in regards to necessary sanctions for missed meetings.
5. Maintain all necessary documentation of official Panhellenic Council business.
6. Collect contacts of PNMs from university events, add them to a listserv, and send them any necessary recruitment information via email.
7. Send out monthly newsletters to the members of the Panhellenic Council.
8. Email any annual updates and/or any necessary engagement emails to the alumni listserv.
9. Manage the Panhellenic Email Account.
10. Ensure that positive recognition initiatives are running smoothly, provide reminders to chapters, and reimburse when needed.
11. Responsible for the general supervision of the finances of the Binghamton University Panhellenic Council.

12. Responsible for the prompt payments of all the bills sent to the Binghamton University Panhellenic Council.
13. Maintain current financial records, and give periodic reports of financial status.
14. Perform all other duties usually pertaining to this office.

The Vice President of Philanthropy and Community Service shall:

1. Coordinate all philanthropy events for the Panhellenic Council. This includes at least one council-wide event per year for a national philanthropy cause.
2. Coordinate all community service events for the Panhellenic Council. This includes at least one large-scale event, one long-term initiative, or multiple small scale service projects throughout the year.
3. Organize fundraisers related to philanthropic events, community initiatives, or other charitable projects.
4. Head all philanthropy and community service committees. Meet with chairs each semester to plan event dates, improve communication, and assist with event planning.
5. Coordinate with the IFC's Vice President of Service to plan philanthropy and service-based events for both councils (ie Miss Aphrodite, Day of Service).
6. Perform all other duties usually pertaining to this office.

The Vice President of Judicial Affairs shall: These are the tentative duties for the position, awaiting approval.

1. Create and maintain Judicial Affairs for Panhellenic Council.
2. Assign and enforce necessary guidance for judicial sanctions that break Panhellenic policy.
3. Host at least one training session or event per semester in one or more of the following areas: risk management, social responsibility, bystander intervention, alcoholism, hazing prevention.
4. Serve as head of judicial committee.
5. Maintain a complete an up-to-date President's file which will include a copy of the current Binghamton Panhellenic Council Constitution, Bylaws and Standing Rules; the current Panhellenic Council budget; the Recruitment Rules and Regulations; the Risk Management Policy; 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. Binghamton Panhellenic Policies and the current NPC Manual of Information.
6. Perform all other duties usually pertaining to this office.

The Vice President of Public Relations shall:

1. Maintain and be responsible for all Panhellenic Council forms of social media including our website, our Instagram, our Facebook, and our Binghamton University page.
2. Post regularly about Panhellenic Council Executive Board and sorority events.
3. Promote all sororities prior to recruitment.
4. Create flyers and promotional content for upcoming events. Flyers must be made no later than four days after they are requested for by other executive board members.
5. Take pictures and videos at all Panhellenic or Greek-wide events. If you cannot make the event, delegate this task.
6. Advertise all Panhellenic Council meetings and happenings to the general public/potential new members.
7. Enforce the Policy on Chapter Social Media Management.
8. Perform all other duties usually pertaining to this office.