

## Call for Applications: 2018 Panhellenic Council Executive Board

### The Panhellenic Executive Board

The Panhellenic Council Executive Board is the governing body that oversees the 11 NPC sororities on USC's campus. The Panhellenic Council is committed to upholding its members to foster a unified, multifaceted, and supportive community that empowers women to discover their fullest potential through academic achievement, campus involvement, community service and interfraternal collaboration. We encourage each chapter member to commit to her own personal growth while recognizing herself as part of a broader, diverse sisterhood dedicated to acting for the greater good of the Panhellenic, USC, and local community.

With the eligibility requirement change, this upcoming year is critical for the Panhellenic Community to reassess our Recruitment culture and processes. As a result, we are looking for an individual who is forward-looking, strategic, and enthusiastic to balance many different stakeholders in creatively thinking and implementing improved Recruitment procedures. At the time of 2018 elections, the VP of Recruitment was not slated and as a result a special application process has been put forward to fill this position before next semester begins. Please email USC President, Carmel McCullough, at [uscphcpresident@gmail.com](mailto:uscphcpresident@gmail.com) if you have any further questions!

### Eligibility to Apply

*As outlined in the Panhellenic Council bylaws*

- Minimum 3.0 cumulative GPA
- Initiated junior in good standing with chapter and university
- Have participated in the sister side of primary (formal) recruitment
- A Panhellenic mindset and passion for our community

### Expected Timeline

- Wednesday, December 13, 2017: Applications are released to chapters
- Monday, January 1, 2018: Applications due by 5:00pm
- January 4 - January 6, 2018: Interviews\*
- Sunday, January 7, 2018: Slate will be distributed to candidates and chapters
- Monday, January 8, 2018: Slate vote at the 7:15pm PHC Delegate Meeting\*\*

*\* Virtual interview options available*

*\*\*Challenges to the slate may be voiced at this meeting as well*

### Application Components

There are three components to the Panhellenic Council Executive Board application. All must be submitted as attachments in one email with the subject line "PHC Application – First Name Last Name" to uscphcpresident@gmail.com by 5:00pm on Monday, January 1, 2018. Once you have submitted your complete application via email, you will receive a confirmation and an invitation to choose an interview slot. (Therefore, the earlier you turn in your application, the more options you will have in selecting your interview slot).

Applications cannot be updated or changed after submission. The three components are as follows:

- Completed Candidate Application (PDF saved as First\_Last\_2018 App)
- Resume (PDF saved as First\_Last\_Resume)
- STARS Report (PDF saved as First\_Last\_STARS)

### Position Descriptions

#### **All Positions**

- Attend all Monday night meetings (Executive Board, Chapter Delegate, and Recruitment Roundtables), Spring Executive Board Retreat, Recruitment Counselor Training, Recruitment Week, and Officer Transitions
  - All Panhellenic Executive Officers will be active assistants with designated roles during Recruitment Week
- Coordinate meetings with chapter counterparts each semester
- Promote and set an example of positive Panhellenic spirit across the Greek and greater USC community

#### **Vice President Recruitment**

##### *Responsibilities*

- Manage the Recruitment Team
- Lead recruitment meetings
- Lead all recruitment planning and execution
- Master and revise the Recruitment Rules in conjunction with representatives from all chapters that participate in formal recruitment
- Educate the Executive Board and Panhellenic community on the Recruitment Rules and processes
- Assist in selecting Recruitment Counselors
- Partner with FSLD throughout the planning and recruitment process

*Qualities*

- Open-minded and strategic in creating an effective Recruitment process that reflects the changing atmosphere of the Panhellenic community
- Envisionary and innovative in analyzing long-term effects of current action plans and accommodating for these to set up the community for future vitality

*Expected time commitment: 8-10 hours per week*