

### **Article 3. Officer Duties**

1. **PRESIDENT:** The President has overall responsibility for the operation of the Panhellenic Council, calls and presides at all regular, executive and special meetings of the Council and regularly meets with the house presidents and Panhellenic advisor. She also serves on the Greek Leadership Council and is responsible for attending those meetings and representing the interests of the Panhellenic Community. The President also approves financial transactions, assists and overlooks other officers' duties, fills out National Panhellenic Conference reports and may serve as a public relations spokesperson for news publications. With an outward focus, the President is the liaison for communications between the Administration, GLC, and the IFC to include and represent the panhellenic voice on all Greek matters.

2. **VICE PRESIDENT-ORGANIZATION:** The VPO unifies the panhellenic board and manages the finer details of day-to-day operations. She presides over all internal executive meetings and compiles the pre-meeting agenda. She makes sure that all of the executives are doing the duties that they set out to do each week and delegates duties to other executives if needed. At the end of each term, the VPO is responsible for gathering feedback and termly reports from executives and updating best practices for incoming executives. She works with the GLOS coordinator to ensure that the college is assisting sorority initiatives and is aware of Panhellenic termly goals. Additionally, should the President resign or be removed from office, the VPO shall assume her place unless she is unwilling or unable. The VP-O takes an inward focus, combining some secretarial duties (such as booking rooms and taking notes during executive council meetings) with the focus on checking with various Panhellenic executives to ensure cohesion.

3. **Two VICE PRESIDENT- RECRUITMENT:** The vice presidents of recruitment are responsible for running a successful undergraduate formal recruitment process. This includes setting recruitment dates and schedules, selecting and training recruitment counselors, and training recruitment chairs. In addition, it is necessary to implement mandatory rush information sessions for Potential New Members to provide potential new members with a basic understanding of how rush works. The VP-R is also responsible for making herself available during recruitment to make sure everything runs smoothly. The VP-R works in conjunction with the Panhellenic Advisor to set quota, release figures and match bids. The VPs of Recruitment also work with the VP-Policy, the VPs-Community and Outreach, and Recruitment Chairs of each house throughout the term to continue the work on increasing inclusivity within the recruitment process.

4. **VICE PRESIDENT - FINANCE:** The VP of Finance must supervise all aspects of finance for the Panhellenic Council. She is responsible for charging dues, receiving payments, and

ensuring the financial stability of the bank account. She should pay bills promptly, provide financial reports to executives, and make sure that all receipts and bank statements are kept in a binder. She guides budgetary and discretionary spending decisions and prepares annual UFC report. She is responsible for reimbursing those who use their funds for Panhellenic events and keeping all receipts and bank statements. In addition, she is responsible for coordinating with the VP-O on booking rooms, continuing the discussion and facilitation of scholarship, and managing meetings with the Council of Treasurers from all Panhellenic houses.

**5. VICE PRESIDENT - POLICY & RESEARCH:** The main objective of the VP of Policy & Research is to continually uphold the Panhellenic motto: “When you love an institution, you should constantly question its value for the sake of its own viability.” The VP of Policy is expected to research materials (i.e. hard alcohol, sexual assault, inclusivity and facial awareness theory) to help draft policies and/or statements to campus. She is responsible for determining the best course of direction along with the VP of Public Relations for releasing new statements from the Council or policy changes affecting the Panhellenic Community.

**6. VICE PRESIDENT - PUBLIC RELATIONS:** Reaches out to campus via publications and media including the maintenance of the Panhellenic Council website. Publicizes Panhell's events. Prepares statements and communicates regularly with campus publications. Assists the Vice Presidents of Recruitment with preparing recruitment and pre-recruitment publications and advertisements. She is responsible for all communications outside of Panhell, social media accounts, and coordinating with the Vice President of Policy to edit, review, and help design all documents and/or policy changes.

**7. Two VICE PRESIDENT - COMMUNITY & OUTREACH:** The Vice Presidents of Community and Outreach work to facilitate lasting relations and activities among the Panhellenic and larger Dartmouth communities. They manage meetings with the Panhell Reps (once a week), plan certain, niche events through the term (i.e. sexual assault symposium), manage meetings with social chairs from all sororities (x3 a term), plan freshman outreach programming. The two work together in conjunction with the Panhell reps to focus on freshman outreach events and intra-sorority events. They are not a programming position, but instead a position that work to foster healthier and more sustainable relations within the Greek community.

**8. ALL OFFICERS** shall be responsible for maintaining a complete and accurate officer's notebook and well as filing detailed event reports to the Vice President- Organization in a timely fashion for all events planned each term.