

2009

**Panhellenic Council
Executive Officer Application**

NAME _____ PHONE _____

AFFILIATION _____ YEAR IN SCHOOL _____

POSITION(S) APPLYING FOR: _____
(See attached list including responsibilities)

Do you meet the PHC Bylaws required cumulative GPA of 2.8? ____ (Yes) ____ (No)
Are you in good conduct standing with the University? ____ (Yes) ____ (No)

Directions for Application:

1. Complete the PHC Executive Officer Applicant Questions

On an 8 1/2 x 11 paper using 12 point font please answer ALL of the following questions – use no more than one, single-sided page per response:

- A. Why are you interested in serving on the Panhellenic Council (PHC) and what do you feel is the purpose of PHC?
- B. What skills and abilities will you bring to PHC?
- C. For each position for which you are applying:
What are the most pressing challenges and/or opportunities facing fraternities and sororities, and what would you do to overcome these challenges or capitalize on these opportunities? Your response(s) may also include goals for the position(s).

2. Attach a one page resume – include Greek, campus, community, and volunteer experiences

3. Submit your completed application including resume and question responses to Greek Affairs 214 Union by no later than October 10, 2009.

4. Sign up for an interview time – interviews to be October 14 and 16 from 6-10 pm in the K-State Student Union.

By submitting my application, I agree to adhere to the following requirements:

- 1.) Support the mission, values, and vision of PHC
- 2.) Attend all Panhellenic meetings, retreats, and all other official Council activities
- 3.) Complete all officer-related expectations from the Constitution, Bylaws, assigned to or accepted by me
- 4.) Work toward the achievement of all relevant Strategic Planning objectives
- 5.) Be available for and participate in the administration of Women's Recruitment
- 6.) Serve a term of office that runs January 1, 2009-December 31, 2009

I have read the above requirements and am willing to meet all during the tenure of my office

Signature _____ date _____

Please contact PHC President Macy Wendler at (913)980.4077 or Macyw@ksu.edu
The PHC application packet can be found at: www.ksu.edu/greek/application/PHC

K-State Fraternity / Sorority Strategic Plan 2007 - 2012



The new K-State Fraternity / Sorority (F/S) Strategic Plan – “Strong Values, Strong Leaders, Building Community” – represents input from hundreds of individuals at campus, community, and regional levels.

The vision, mission, and values statements and focus on outcomes and strategic issues will enable the F/S Community to continue to be K-State’s premier student development association and the program of choice for new students and the alumni of tomorrow.

MISSION STATEMENT

The K-State F/S Community is dedicated to the personal and professional development of members through a wide range of activities and experiences. We are committed to promoting life-long involvement in individual organizations as well as our collective community to positively impact the lives of both undergraduate and alumni members while building and maintaining a F/S Community worthy enough to serve the University and the people of Manhattan.

VISION STATEMENT

People will recognize our contributions as essential to the K-State Community and can see us live our organizational and community values through our daily actions. With these values as our foundation, members will maintain membership in their organization past the undergraduate experience and through their lifetime.

OUR VALUES

We will reach our greatest potential as a community through engaging members in the active pursuit of values development. As diverse individuals engaged in organizations based on common values, the K-State F/S Community recognizes the following values as essential to the fulfillment of our mission:

We believe in:

- Balance
- Contribution
- Creativity
- Diversity
- Growth
- Integrity
- Knowledge
- Relationships
- Self-Actualization
- Teamship & Accountability

MEMBERSHIP OUTCOMES

Members participate in their individual organizations and the F/S Community in many different ways. With this in mind, it is important to respect the diverse expectations and experiences of members. How someone experiences F/S life at K-State is dependent on how she/he seizes the opportunities that come with membership. There is a shared responsibility among many constituents to help students maximize their potential to become alumni who contribute to the institution and to society in many different ways.

The following outcomes can be realized through affiliation in a fraternity or sorority:

- A sense of purpose;
- Ability to work with others on common goals;
- Acceptance of diverse populations and opinions;
- Advanced intellectual capacity;
- Allegiance to and support of the K-State community;
- An appreciation of the mission and values of their organization and the collective F/S Community;
- An exploration of leadership;
- An increased commitment to serving the community;
- The potential to maintain friendships;
- The strengthening of character;
- Realizing that people become “better” not because they joined a F/S, but because the experience challenged them to realize their potential and help those around them do the same.

STRATEGIC ISSUES

Mission & Action Congruence

- Create diagnostic tools to assess performance against stated mission – creating improvement plans.
- Revamp annual awards to recognize accomplishment of strategic issues.
- Deal with alcohol-related issues and accountability.

Community

- Create strategies & feedback focused on recruitment, retention / graduation rates, academic, and chapter performance.
- Implement cooperative purchasing initiatives.

Collaboration

- Create Office of F/S Advisory Council to serve as a representative voice of stakeholders.
- Develop & implement strategies to improve neighborhood relations.
- Increase the number of & communication with HQ staffs.
- Partner with existing university programs to promote F/S awareness and cross campus collaboration.

Sustainability & Growth

- Strengthen recruitment programming and processes.
- Evaluate programming needs and centralize efforts to aid chapters while avoiding duplicate programs.
- Explore fire safety, health, financial, and related housing issues to improve facilities to meet the needs of future members.

Technology/Related Infrastructure

- Explore the technological means of overcoming time, geography, and physical limitations to advance strategic initiatives (form a virtual community).
- Use campus resources to support recruitment.
- Establish a web-based resource to support volunteerism & philanthropy.

Our Values

Our community will reach our greatest potential through engaging members in the process of values development. As diverse individuals engaged in organizations based on common values, The Kansas State University Fraternity and Sorority Community recognizes the following essential values to the fulfillment of our mission:

We believe in: Accountability

We accept the inherent responsibilities and expectations that come with voluntary membership in a values-based organization and embrace the concept of shared-governance to hold individuals, chapters and the community accountable for the actualization of these values.

We believe in: Balance

We practice relative equity among interests; recognizing both work and play as vital to the human spirit.

We believe in: Contribution

There is an investment of one's skills and abilities to have a positive and meaningful impact on stakeholders and advance the mission and vision of fraternities and sororities.

We believe in: Creativity

We embrace the many ways in which a common problem can be solved; expanding the views of reality while considering the risks involved with change.

We believe in: Diversity

We recognize the power of diversity and justice in accomplishing goals. Through diverse talents and contributions we create a high quality fraternity and sorority experience through which members demonstrate pride and excitement in their organizations and the fraternity and sorority community.

We believe in: Growth

We embark on an exploration of new ways of thinking and doing in a given context based on the experiences and interactions we share as a group. Growth provides new opportunities for personal and professional development.

We believe in: Integrity

The process of examining congruence between actions and values is considered; we have an increased awareness of what we value and how it allows us to make decisions that impact how we live our lives.

We believe in: Knowledge

Through a wide range of educational experiences, we develop skills that guide our actions; we strive to create a deeper understanding of an issue and its impact on our community and society.

We believe in: Relationships

Interconnectedness results from investing time in creating bonds of mutual respect and understanding. We celebrate our successes and achievements as a community.

We believe in: Self-Actualization

Realizing both our expertise and limitations in the process of maximizing our potential as life-long learners; we aim for a culmination of understanding and achievement that can be fostered through our involvement in the fraternity and sorority community.

We believe in: Teamship

Each of us recognizes our role in advancing the good of the whole; common goals unite all while recognizing the different skills each person adds to the community

Outcomes of Fraternity/Sorority Membership at Kansas State University

Members participate in their individual organizations and the fraternity and sorority community in many different ways. With this in mind, it is important to respect the diverse expectations and experiences of members. How someone experiences fraternity and sorority life at Kansas State University is dependent on how she/he seizes the opportunities that come with membership. There is a shared responsibility among many constituents to help students maximize their potential to become Kansas State University alumni who contribute to the institution and to society in many different ways. The following outcomes can be realized through affiliation in a fraternity or sorority:

A sense of purpose: direction to go somewhere and do something new, fun and exciting;

Ability to work with others on common goals: members understand what it means to participate in a team environment;

Acceptance of diverse populations and opinions; entering into the global society, it is important to have a broad understanding of people who are different than you;

Advanced intellectual capacity: our organizations should be a forum for academic success and preparation for entrance into a competitive workforce or graduate program;

Allegiance to and support of the Kansas State University community: recognizing our commitment to nurture future students and provide financial and human resources to the advancement of the institution;

An appreciation of the mission and values of their organization and the collective fraternity and sorority community: applying the mission in their lives as an alumnus of their fraternity/sorority and Kansas State University;

An exploration of leadership: moving beyond position and into approaching leadership as ever evolving;

An increased commitment to serving the community: the propensity to contribute time and money to charitable organizations;

The potential to maintain friendships: people are united by the shared experience of your organization and the fraternity and sorority community;

The strengthening of character: coming to grips with who you are and how you treat others. Exploring tough ethical decisions and learning from mistakes as well as successes;

Realizing that people become "better" not because they joined a fraternity or sorority, but because the experience challenged them to realize their potential and help those around them do the same.

1. *What is the Panhellenic Council?*

- An 8 member executive council elected by your chapter delegates
- Consists of undergraduate sorority members
- Each member of the PHC conducts business that falls under her job description
- President, Vice-President/Judicial Affairs, Risk Management, Public Relations, Community and Internal Relations, Interfraternal Relations (Homecoming, Greek Week & Alumni Relations), and Directors of Recruitment

2. *Why does the council exist?*

- To take care of the overall business of the sorority community (i.e. budgetary, judicial affairs, educational support and programming, communication with university)

3. *What is the councils' purpose?*

- To assist each chapter in the building up of its organization and its members
- To educate chapter members on important issues/trends affecting Greeks across nationwide -
- To compile a comprehensive history of the Greek Community at Kansas State University
- To serve your chapters in the best way that you see fit

Benefits of serving on Panhellenic council

1. A unique leadership experience guided by a 5-Year fraternity and sorority strategic plan
2. The opportunity to meet Greek leaders from other chapters
3. The opportunity to gain valuable skills such as: speaking and presenting in front of groups, project management, multi-tasking, and working in groups
4. Any type of campus involvement looks great on a resume
5. Networking opportunities
6. The chance to make the changes in our Greek community that YOU feel are important
7. We have a great time together!

ARTICLE III.
OFFICERS, BOARD OF DIRECTORS AND COMMITTEES

- Section 1. The officers of the Kansas State University Panhellenic Council shall be President, Vice President/Judicial Affairs, Directors of Recruitment, Director of Risk Management, Director of Public Relations, Director of Interfraternal Relations, and Director of Community & Internal Relations. These officers shall be the voting members of the PHC Board of Directors. The Panhellenic Advisor or Director of Greek Affairs shall be an ex-officio, non-voting member of the Board of Directors.
- A. The President shall be the chief executive officer of the Board of Directors and the Governing Body. She shall be the official representative of the PHC to non-PHC activities unless another person is delegated as her representative. She shall:
1. Preside at regular and special PHC meetings and meetings of the Board of Directors.
 2. Plan PHC programming.
 3. Promote Greek Affairs resources.
 4. Supervise completion of the MGCA awards applications.
 5. Organize and implement a retreat for PHC representatives in the spring.
 6. Coordinate a sorority presidents roundtable at least twice a semester.
 7. Communicate with chapters on policy violations.
 8. Coordinate chapter visits by PHC Board of Directors during Work Week.
- B. The Vice President/Judicial Affairs shall assist the President as directed, preside at official meetings in the absence of the President, and succeed to the office of President whenever that office is declared vacant by the Board of Directors. She shall:
1. Act as the Director of the PHC Judicial Board.
 2. Develop and distribute the Panhellenic scholarship application and determine the selection process.
 3. Conduct academic workshops/roundtables once per semester.
 4. Organize and implement Greek 101's for the fall and spring semester.
 5. Develop scholarship programming and academic incentives.
 6. Develop new member educators programming.
 7. Plan and coordinate spring Greek Awards Reception.
- C. All Directors of Recruitment shall:
1. Work with the Panhellenic Advisor on all aspects of sorority recruitment.
 2. Help with media marketing of sorority recruitment, work with University Publications, and update all information presented in publications.
 3. Hold information table during summer Orientation and Enrollment, and organize Rho Gamma and Greek Ambassadors to staff table.
 4. Meet as necessary with chapter recruitment chairmen and recruitment advisors to finalize recruitment rules and recruitment schedules and plans.
 5. Work with the Greek Ambassadors and the Office of New Student Programs to facilitate senior days, visitations, scholarship days, and other new student orientation events.
 6. Live in the residence halls during Recruitment Week.
 7. Continue to work with K-State New Student Programs and its staff and resources to increase PNM numbers.
 8. The Director of Recruitment-Logistics shall:
 - a. Direct the sorority community in preparing for and executing formal membership recruitment.

- b. Process recruitment applications for formal membership recruitment, assign rooms, and live in the residence halls during the week of formal membership recruitment.
- c. Conduct a recruitment evaluation meeting with recruitment chairs and advisors after recruitment to obtain suggestions/comments for the following year's formal membership recruitment.
- d. Conduct new member focus groups with each sorority by the end of September.
- e. Hold a minimum of 10 office hours (in-office) per week during summer.
- 9. The Director of Recruitment-Rho Gammas shall:
 - a. Lead in selecting and training recruitment counselors (Rho Gammas).
 - b. Hold a minimum of 10 office hours (in-office) per week during summer.
 - c. Conduct evaluation of Rho Gamma training and counseling efforts during formal membership recruitment.
- 10. The Director of Recruitment-Continuous Open Bidding and Retention shall:
 - a. Coordinate membership retention efforts, inclusive of education, for the sorority community.
 - b. Coordinate opportunities for community education on best practices for continuous open bidding.
 - c. Develop and direct spring open house to aid chapters in continuous open bidding.
 - d. Maintain a list of current and transfer students interested in obtaining sorority membership via continuous open bidding.
 - e. Develop and implement programming for released/withdrawn women participating in formal membership recruitment.
 - f. Coordinate the Greek Affairs information table for All-University Open House.
- D. The Director of Risk Management shall:
 - 1. Facilitate the selection, training, and scheduling of Risk Management Council (RMC).
 - 2. Educate new members about the issues of risk management through presentations by the Risk Management Council to all new member classes.
 - 3. Develop educational seminars for all chapter and colony members on risk management issues (e.g., date rape, hazing, fire safety, alcohol abuse).
 - 4. Create or revise a risk management manual for chapter presidents.
 - 5. Review all IFC/PHC programs for compliance with risk management guidelines.
 - 6. Meet with new member classes for Panhellenic education.
 - 7. Create opportunities for interaction with other campus organizations (e.g. NPHC groups, Association of Residence Halls).
- E. The Director of Public Relations shall:
 - 1. Publish a Greek newsletter twice each semester.
 - 2. Send news releases to media for all IFC/PHC major events/programming.
 - 3. Serving as a resource to chapters and colonies for publicizing their events.
 - 4. Develop or revise a public relations handbook for chapters.
 - 5. Create one program each semester to promote positive inter-Greek relations/activities.
 - 6. Coordinate children's carnival for family day in the fall; coordinate event in spring for all University Open House.

7. Plan and organize Greek night at a volleyball and basketball game with the athletic department.
 8. Responsible for placing ads in the Collegian for Greek faculty, alumni and student of the month.
 9. Gives out Greek perception survey.
- F. The Director of Interfraternal Relations shall:
1. Work with the Director of Greek Affairs or Panhellenic Advisor to organize alumni/ae meetings and events.
 2. Serve on the All-University Homecoming Committee.
 3. Coordinate Homecoming activities sponsored by Greek Affairs, in conjunction with the IFC Director of Interfraternal Relations.
 4. Work with Alumni Association for Homecoming.
 5. Coordinate rotating roommates.
 6. Advise and provide director for the Greek Week Steering Committee.
 7. Coordinate function bidding.
- G. The Director of Community & Internal Relations shall:
1. Call roll and take minutes at all PHC and Board of Directors meetings.
 2. Type and distribute minutes.
 3. Coordinate the Rotating Roommates program.
 4. Coordinate the Panhellenic Exchange Dinner.
 5. Select and train the Adopt-a-School Liaisons, and coordinate Adopt-A-School and Adopt-A-Family.
 6. Organize and implement the fall and spring All-Greek Philanthropy as well as additional philanthropic opportunities.
 7. Maintain all chapter philanthropy results and compile an end-of-year report.
 8. Organize Greek of the Month, Faculty of the Month, and Alum of the Month recognition.
 9. Organize and plan B.I.G. (Bringing in the Greeks).

Section 2.

The Board of Directors shall:

- A. Administer routine business between meetings of the PHC Governing Body when advisable and such other business as has been approved for action by PHC vote.
- B. Report all action taken by the Board of Directors at the next regular meeting of the PHC Governing Body and record the action in the minutes of that meeting.
- C. Work with the Greek Ambassadors to conduct campus visitations once a week for prospective students and their parents.
- D. Help to select and supervise the Adopt-a-School Liaison.
- E. Work on the MGCA awards applications and attend the annual conference.
- F. Attend all IFC/PHC activities (e.g. Greek 101, Greek Leadership Conference, All-Greek philanthropy).
- G. Conduct a thorough transition for new officers.
- H. Keep a well-organized and comprehensive notebook of all activities pertaining to the office, and pass it on to the next officer.