Dear Panhellenic Sister,

Thank you for your interest in joining the 2015-2016 Panhellenic Council! The Panhellenic Council works for the betterment of all of our organizations on campus and hopes for the success of all the chapters. The ultimate goal of the council is to collaborate with one another to achieve successful programming, events and resources for our members, and most importantly, an environment for our members to thrive and flourish during their time at UBC.

I have had the pleasure of serving on the Panhellenic Council for three years and it has been the greatest learning experience of my leadership journey. It will challenge you, push you, and reward you with a truly unforgettable leadership-growth experience. I am the leader I am today because of Panhellenic and have enjoyed every moment of it. If you receive a position within Panhellenic, you will have the opportunity to impact our entire sorority community, as well as the greater Greek system. You will learn invaluable skills that you will take with you in years to come.

Here is your chance to interact and network with women from all eight chapters and leave a legacy within the UBC Sororities community! Contained in this application package you will find the elections timeline, application questions, and position descriptions. Carefully follow the instructions and consider your answers to the questions. The answers will be used by the nomination committee to slate candidates for the available positions in conjunction with the interview.

Applications and chapter forms are due by Friday, December 10th, 2015 at 12:00 PM (NOON) to phelections@gmail.com. Late applications will not be accepted.

Thank you once again for your interest in Council! I wish you all the best and good luck in the application process!

All the Best,

Tovi Sanhedrai
UBC Panhellenic President 2015-16
e: ubcpanhellenicpresident@gmail.com
c. 778 323 3615
Elections Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, December 1</td>
<td>Application form available</td>
</tr>
<tr>
<td>Friday, December 10, 12:00PM (NOON)</td>
<td>Application and Advisor form due to <a href="mailto:phelections@gmail.com">phelections@gmail.com</a></td>
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<tr>
<td>Monday, January 4 (afternoon/evening)</td>
<td>Interviews (PH Conference Room) in late afternoon / evening <em>Sign-up link to be sent out by December 11</em></td>
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<tr>
<td>Monday, January 4 at 11:59PM</td>
<td>Slate released</td>
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<tr>
<td>Wednesday, January 6 at 11:59PM (MIDNIGHT)</td>
<td>Challenges due</td>
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<tr>
<td>Thursday, January 7</td>
<td>Revised slate released</td>
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<tr>
<td>Sunday, January 10 at 7 PM</td>
<td>Elections</td>
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<tr>
<td>January 11-15</td>
<td>One-to-one officer transitions</td>
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2015-2016 UBC Panhellenic Council Officer Application

Please include the following information in your application and complete the listed questions; complete this in a separate word document and email to phelections@gmail.com by Friday, November 20 at 12:00 PM (NOON).

Name: GPA (spring 2015)*:
Sorority: GPA (cumulative)*:
UBC Class Standing in 2015/2016 (3rd year, etc.): Date Pledged:
Degree and major: Year in Sorority:
Anticipated graduation date (term/year): Phone Number:
Email address: 

* Please include your UBC transcript (you can use an unofficial transcript/screenshot) to this application. Please attach it as a pdf or a word document, don’t not include it as a screenshot in the text of an email. You may also attach your resume with the application.

Officer Interest

Please indicate for which office(s) you wish to apply by ranking in order of interest (with 1 as the highest). In deciding what position you would like to run for, please consider carefully the bylaws section at the end of this application form.

UBCsororities.com
Eligibility:

Will you be serving as the President, Recruitment Officer, on the Executive Council or Delegate for your chapter in the 2015/2016-officer term?

Where will you be living this summer and during the 2015/2016 officer term? What are your summer plans (work, class, travel etc…)?

Have you participated in Formal Recruitment as a new member?

Have you participated in Formal Recruitment as an active member?

Other Commitments:

Besides school, do you have any other commitments during the academic year that require more than 5 hours a month of your time (ex. work, leadership roles, volunteering)?

Are you planning on holding a position within your chapter during the term of the Panhellenic position you are applying for?

Skills & Abilities:

Are you proficient with Microsoft Office? Do you have MS Word, Excel, PowerPoint on your computer? Please note that Mac Numbers is not an appropriate substitute for MS Excel, nor is Mac Pages an appropriate substitute for MS Word.

Questions:
1. Why do you want to be on the Panhellenic Council? (100 words maximum)
2. What prior student organization experience have you attained, and how has it helped you network throughout the University community? What have you learned as a result of your student organization experience? (200 words maximum)

3. What are your goals and new ideas for this/these position(s)? (3 goals and 200 words maximum)

4. During your sorority experience, what values have you found to be the most important to you and how would this value drive your decisions in this/these position(s) that would effect the rest of the Panhellenic community? (100 words maximum)

5. What do you see as the greatest issues facing the Greek community presently and how should we approach this? (100 words maximum)

6. Did you attend the information session for the Panhellenic council? If yes, what did you learn and did you find it helpful? If no, how did you find out information about joining Panhellenic? (75 words maximum)

7. Have you met with the person currently holding this office? (Yes/No, name of officer)
Officer Eligibility and Responsibilities from the Panhellenic Bylaws

ALL OFFICERS shall:

1. Respond to e-mail and voicemail relating to council business within 48 hours and 24 hours, respectively. The only exception to this is when an Officer has logged an out-of-reach notification on an online calendar shared by council (i.e. BaseCamp).
2. Submit to the President and her advisor completed goals and timeline documents, which are congruent with the Strategic Plan and overall Council goals, by the date specified during Transitions.
3. Submit to the Vice President Finance and her advisor an annual budget request, which is congruent with the Strategic Plan and overall Council goals, by the date specified during Transitions.
4. Incorporate relevant awards criteria (AFLV, NPC, AMS, etc.) into her officer timeline as specified by the Director of Operations by the date specified during Transitions.
5. Copy the President, her Advisor and relevant Officers in written communication pertaining to Council business unless the communication is facilitated within BaseCamp.
6. Officers with a responsibility for planning programs/projects/events must complete an event final report and submit it to the President and her Advisor.
7. Assist with all Panhellenic duties during Recruitment including, but not limited to, planning, preparation nights, day-of activities and post-recruitment review.
8. Promote a positive Panhellenic Recruitment spirit.
9. Participate in Officer Transitions both as an incoming and outgoing Officer.
10. Keep her working files and/or electronic folder up-to-date with a detailed account of the manner in which she handled each duty pertaining to her office on Box.
11. Submit reimbursement request forms with appropriate documentation to Vice President Finance within two weeks of expense incurred and pick-up reimbursement from AMS within two weeks of submission.
12. Conduct herself in a positive and professional manner when representing Panhellenic and UBC Sororities.
13. Perform any duties that she has agreed to fulfil by the agreed upon date.
14. Perform all other duties pertaining to her office.

The DIRECTOR OF EVENTS shall:

1. Organize POP, in conjunction with the Event Manager, including setting the date, venue booking and catering, presentations/speeches and decor.
2. Ensure the POP date and venue are finalized by the middle of the second semester.
3. Organize SOS senior's reception and Awards venue booking.
4. Ensure that all events hosted by Panhellenic are consistent with the Panhellenic brand and public relations strategy.

The DIRECTOR OF MEMBERSHIP shall:
1. Manage registration and review applications for Formal Recruitment in ICS, if a member of the registration team.
2. Be responsible for the formal recruitment registration tracker and managing missing PNM application information, if a member of the registration team.
3. Execute and organize the entirety of Mock Recruitment held in the second semester.
4. Execute the Panhellenic Continuous Bidding process in coordination with the Vice President Recruitment.
5. Be responsible for COB Lists, COB Informational Events as well as providing support to chapters for COB.
6. Execute and organize the COB open House event in conjunction with chapters going through COB.
7. Create and manage food plan/orders for Formal Recruitment.
8. Be responsible for the purchasing, and picking up of and keeping track of all said food items in food plan/orders. This includes food and /drinks provided by sponsors.
9. Execute Formal Recruitment projects as assigned in conjunction with the Vice President Recruitment.
10. Assist with Vice President Recruitment with Formal Recruitment projects as needed.