

## Panhellenic Delegate:

- Responsible person willing to work with both exec boards (Panhellenic and own chapter)
- Willing to prioritize the role
  - You will be the person who relays important and sometimes time sensitive information from the Panhellenic executive team to your chapter and nationals/advisors
- Get to know other delegates - Have multiple events and plan with other delegates from different chapters
- Executors - more than just a communicator
- Remember you have 2 main responsibilities– both in your chapter and in Panhellenic
- Initiative to help with Panhellenic objectives (booths, events...)
- Discussions at delegate roundtables
- Bring yes, no, or abstain votes from your chapter to the Panhellenic Council regarding Panhellenic matters
- Get to know people in the Panhellenic community and spread Panhel love!

Questions? Contact **Bri Burch** at [vtphcvpa@gmail.com](mailto:vtphcvpa@gmail.com)

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## General Executive Board Member:

- Weekly Executive Meetings
- Bi-Weekly Panhellenic Council Meetings
- Meetings as needed within programming groups
- Serving the Panhellenic community in the Formal Recruitment 2021 Process as a Rho Gamma or a Head of House

## President:

- Chairwoman of the PHC Council -- Assist, oversee, and support PHC Executive Team
- Act as the liaison between PHC community and Virginia Tech
  - Serves on the Commission of Student Affairs (CSA) and Order of the Gavel (OotG)
  - Meets with all of the Greek Council Presidents (Core Four) to discuss community partnership and advancement
- Guide the future direction of the Panhellenic Council
  - Focuses on the values, mission, vision, and the *why* of the Panhellenic Council and advocates for the sorority experience to the Virginia Tech community
- Host various meetings:
  - Weekly Panhellenic Executive meetings, bi-weekly Council Meetings, bi-weekly

president roundtables and monthly council president meetings, bi-weekly vice president meetings. Meet weekly with the PHC advisor.

- Disassociate from her chapter during formal recruitment and serve on Recruitment team. Take the 3-credit LDRS 2014 Rho Gamma Class in the Fall Semester. Handle the education and investigation of recruitment infractions.

**\*\*Must have previously served as a chapter president, panhellenic delegate, on the panhellenic executive council, or on chapter leadership\*\***

Questions? Contact **Rebecca Forrest** at [vtphcpresident@gmail.com](mailto:vtphcpresident@gmail.com)

### VP Admin:

- Hold roundtables with Panhellenic Delegates
  - Work closely with the Panhellenic Delegate position and promote leadership within the delegates
- Take minutes for Panhellenic Council and Executive Council meetings
- Develop a Panhellenic Calendar
- Organize and publicize Panhellenic Executive Council's office hours
- Oversee the formation of the Exploration Extension and Extension Committees (when applicable)
- Review bylaws annually in the fall with the President and Panhellenic Advisor
- Manage all **financial** matters of the Panhellenic Council with the FSL Administrative Assistant
  - Maintain and organize budget
  - Approve and deny purchases of the Panhellenic Council
  - Bill chapters for Panhellenic dues
  - Create invoices and funds memo's for the administrative assistant
  - Etc.
- Interview and slate all President/Vice President and Director positions in collaboration with the Panhellenic Executive Council
- Take on the duties of the President, should the position be vacated
- Disassociate from her chapter during formal recruitment and serve as either a Recruitment Guide or a Head of House. Take the 3-credit LDRS 2014 Rho Gamma Class in the Fall Semester.

Questions? Contact **Bri Burch** at [vtphcvpa@gmail.com](mailto:vtphcvpa@gmail.com)

## VP Communication:

- Oversee all communications for the Panhellenic Community, which includes, but not limited to:
  - Development of a marketing plan
  - Social media responsibility
  - Communication with greater fraternity and sorority community, VT and Blacksburg Community
- Serve as an ex-officio member of Panhellenic Cabinets to craft message for community
- Serve as the webmaster for the Panhellenic Website
- Serve as the Social Media Coordinator for the Panhellenic social media sites
- Hold marketing round tables throughout the semester as needed
- Designs & distributes merchandise (panhel merch, circle of sisterhood shirt, etc.,)
- Disassociate from her chapter during formal recruitment and serve as either a Recruitment Guide or a Head of House. Take the 3-credit LDRS 2014 Rho Gamma Class in the Fall Semester.

Questions? Contact **Molly Beck** at **mebeck@vt.edu**

# Education & Development

## VP Education & Development:

- Oversee all educational opportunities for the Panhellenic Community in conjunction with the Directors in the Education and Development programming area which include, but not limited to:
  - New Member point events, Member development events, Academic Initiatives , Risk Management Institute, Hazing Prevention Week, Sexual Assault Awareness Week
- Oversee the development and accountability of the Education Cabinet Directors
- Hold bi-weekly Education Cabinet Meetings with the education directors
- Serve as a resource, to chapters and others, for member/chapter education and development
- Disassociate from her chapter during formal recruitment and serve as either a Recruitment Guide or a Head of House. Take the 3-credit LDRS 2014 Rho Gamma Class in the Fall Semester.

Questions? Contact **Srinidhi Rao** at [srao97@vt.edu](mailto:srao97@vt.edu)

## Director of New Member Education:

- Plan and coordinate education and development opportunities for Panhellenic new members. Collaboration with other Cabinet Directors is encouraged. Topics may include, but not limited to:
  - Leadership Development
  - Women's advocacy and empowerment
  - Risk education
  - Academic assistance
  - Transition assistance
- Hold roundtables with New Member Educators
- Disassociate from her chapter during formal recruitment and serve as either a Recruitment Guide or a Head of House. Take the 3-credit LDRS 2014 Rho Gamma Class in the Fall Semester.

Questions? Contact **Sarah Campbell** at [sarahc98@vt.edu](mailto:sarahc98@vt.edu)

### Director of Member Education:

- Plan and coordinate education and development opportunities for Panhellenic members. Collaboration with other Cabinet Directors is encouraged. Topics may include, but not limited to:
  - Leadership Development, Job placement assistance, Women's advocacy and empowerment, Diversity and Inclusion
- Hold roundtables with member education and development chairs
- Disassociate from her chapter during formal recruitment and serve as either a Recruitment Guide or a Head of House. Take the 3-credit LDRS 2014 Rho Gamma Class in the Fall Semester.
- Attend a regional conference if designated
- Perform all other duties as assigned

Questions? Contact **Kelly Franchak** at [kfranch@vt.edu](mailto:kfranch@vt.edu)

### Director of Risk Education:

- Coordinate Panhellenic Council's involvement in:
  - Hazing Prevention Week, Sexual Assault Awareness Week, Mental Health Awareness Week
- Help coordinate Risk Management Institute
- Hold roundtables with chapter standards and risk management chairs
- Serve as a resource to the Panhellenic Community and member chapters regarding risk management and education
- Develop programming to reduce risk within Panhellenic
- Disassociate from her chapter during formal recruitment and serve as either a Recruitment Guide or a Head of House. Take the 3-credit LDRS 2014 Rho Gamma Class in the Fall Semester.

Questions? Contact **Claire Reznicek** at [rclaire1@vt.edu](mailto:rclaire1@vt.edu)

### Director of Academic Initiatives:

- Work with chapters in the area of academics
- Plan events during NPC's Month of the Scholar
- Provide academic resources for chapters
- Hold roundtables throughout the semester
- Disassociate from her chapter during formal recruitment and serve as either a Recruitment Guide or a Head of House. Take the 3-credit LDRS 2014 Rho Gamma Class in the Fall Semester.

Questions? Contact **Srinidhi Rao** at [srao97@vt.edu](mailto:srao97@vt.edu)

# Outreach

## VP Outreach:

- Oversees Outreach opportunities for the Panhellenic Community
- Oversees development of our *Outreach Cabinet Directors*:
  - Director of Philanthropy
  - Director of Service
  - Director of Women's Advocacy
- Serves as a resource, to chapter women and council members, for programming, philanthropy, service, and community service
- Collaborate and serve as a mediator between other organizations on campus
- Disassociate from her chapter during formal recruitment and serve as either a Recruitment Guide or a Head of House. Take the 3-credit LDRS 2014 Rho Gamma Class in the Fall Semester.

Questions? Contact **Kait Tokarz** at [kaittokz@vt.edu](mailto:kaittokz@vt.edu)

## Director of Philanthropy:

- Plan and coordinate Circle of Sisterhood week along with any other events/fundraisers benefiting Panhellenic philanthropic efforts
- Organize the Panhellenic chapter philanthropy calendar and supply to Vice President of Outreach
- Assist chapter philanthropy chairs in the planning of individual chapter philanthropy events
- Meet monthly with the internal and external philanthropy chairs from each chapter
- Disassociate from her chapter during formal recruitment and serve as either a Recruitment Guide or a Head of House. Take the 3-credit LDRS 2014 Rho Gamma Class in the Fall Semester.

Questions? Contact **Taylor Nast** at [taynast@vt.edu](mailto:taynast@vt.edu)

## Director of Service:

- Coordinate the Panhellenic Council's involvement in community service activities
  - Serving as the Panhellenic Council representative to the Greeks Giving Back committee
  - Coordinate Oak Lane Trick or Treat
  - Panhellenic 365 Service Projects
- Attend all Outreach Cabinet Meetings

- Disassociate from her chapter during formal recruitment and serve as either a Recruitment Guide or a Head of House. Take the 3-credit LDRS 2014 Rho Gamma Class in the Fall Semester.

Questions? Contact **Michelle Ashby** at **mashby1@vt.edu**

### Director of Women's Advocacy:

- Work in collaboration with the Executive Council to facilitate women's advocacy initiatives and programming within our community
- Plan and coordinate Panhellenic events relating to the empowerment of women
- Serve as a liaison to the Virginia Tech Women's Center and Hokie Wellness
- Coordinate Panhellenic Council's involvement in Women's Center events
- Collaborate with Directors of New Member and Member Education and Development to provide Women's Advocacy initiatives
- Disassociate from her chapter during formal recruitment and serve as either a Recruitment Guide or a Head of House. Take the 3-credit LDRS 2014 Rho Gamma Class in the Fall Semester.
- Creating safe spaces for the Panhellenic community
- Advocating for the well-being of all folks and striving for inclusivity everywhere

Questions? Contact **Mia Hermsen** at **mhermsen@vt.edu**

# Recruitment

## Assistant Vice President, Recruitment:

- Assist in directing Formal Recruitment process in collaboration with the Vice President of Recruitment, the Panhellenic Advisor, the Panhellenic Recruitment Team, and chapter recruitment chairs
- Handle all logistics within the Recruitment Team: Tent Rental, Bus coordination, Meals for PNMs
- Coordinate Recruitment Marketing
  - Table at Gobblerfest
  - Fraternity and Sorority Life Showcase Table
  - Order Postcard, online recruitment booklet, hard copy booklet for new students living in the residence halls
- Fulfill the duties of the Vice President of Recruitment in her absence
- **Serve on the Panhellenic Executive Council for two consecutive years**
- **Shadow the Vice President of Recruitment and take over the role in her second term on the Panhellenic Executive Council**
- Assist the Director of Recruitment Guides in the selection of Rho Gammas
- Disassociate from her chapter during formal recruitment and serve on Recruitment team. Take the 3-credit LDRS 2014 Rho Gamma Class in the Fall Semester.

Questions? Contact **Karen Buynak** at [kbuynak@vt.edu](mailto:kbuynak@vt.edu)

## VP Recruitment:

In her 2nd term on the council, the AVP will transition into VP of Recruitment

She will be responsible for:

- Planning Formal Recruitment for over 5,000 women
- Leading a cabinet team through success
- Facilitating cabinet meetings and roundtables for recruitment chairs
- Working closely with Recruitment VPs/chairs
- Having a values-based mindset and the ability to make positive changes/impacts to Recruitment
- Serving as a mentor/leader to the AVP Recruitment
- Hold chapters accountable to all recruitment specific rules



Skills needed: highly organized, time management, assertive, creative, bold, and passionate about recruitment & building the community

Questions? Contact **Meagan Todd** at [vprecruitmentphc@vt.edu](mailto:vprecruitmentphc@vt.edu)

### Director of Membership:

- Coordinate the COB process in conjunction with the Panhellenic Advisor
- Act as the primary liaison for potential new members during the formal recruitment process regarding:
  - Campus Director Registration, Creation of the PNM Listserv, Organize information sessions throughout the fall semester, PNM accommodations and logistics, Organize the PNM Orientation/Recruitment Kick-Off event in January
- Assist the Director of Recruitment Guides in Recruitment Guide Selection
- Assist Vice President of Communications in planning of GobblerFest booth
- Disassociate from her chapter during formal recruitment and serve on Recruitment team. Take the 3-credit LDRS 2014 Rho Gamma Class in the Fall Semester.
- Must have previously served as Panhellenic Executive Board recruitment officer, Chapter recruitment officer (any role in assisting chapter recruitment) , Chapter President, or Recruitment Guide

**\*\*Must have previously served as Panhellenic Executive Board recruitment officer, Chapter recruitment officer (any role in assisting chapter recruitment), Chapter President, or Recruitment Guide\*\***

Questions? Contact **Haley Noble** at [nobleha@vt.edu](mailto:nobleha@vt.edu)

### Director of Recruitment Guides and Retention:

- Oversee the recruitment, application, interview, and selection process of the Recruitment Guides (Rho Gammas)
- Attend and serve as the TA for *LDRS 2014: Principles of Peer Leadership* (the course meets once per week and is required for all Rho Gammas/Board Members to take during the fall semester prior to formal recruitment)
  - Assist the Instructors in developing the course for the following Fall with changes as you see fit
- Serve as the main point of contact for all Rho Gammas throughout the Recruitment training and week
- Facilitate the dissociation process for all necessary Rho Gammas and Executive Officers
- Train and lead the Rho Gammas through all aspects of the formal recruitment process and through retention efforts after formal recruitment

- Coordinate accommodations and logistics for the Rho Gammas during formal recruitment
- Disassociate from her chapter during formal recruitment and serve on Recruitment team. Take the 3-credit LDRS 2014 Rho Gamma Class in the Fall Semester.

**\*\*Must have previously served as Panhellenic Executive Board  
recruitment officer, or Recruitment Guide\*\***

Questions? Contact **Theresa McAndrews** at **[vtrhogamma@gmail.com](mailto:vtrhogamma@gmail.com)**