**2020 National Pan-Hellenic Council**

**Executive Officer Application**

 **Applications are due November 16th by 5:00 PM in the Fraternity & Sorority Life office (typed) (LBJ 4-14.1) or emailed to** [**nphc@txstate.edu**](mailto:nphc@txstate.edu) **by 5:00 PM.**

 Requirements for being on the National Pan-Hellenic Council Executive Board

* Minimum Texas State cumulative GPA of a 2.5.
* Good standing with your chapter.
* National Pan-Hellenic Council of Presidents meetings are every week and mandatory – Meetings are based on a time that’s decided upon the newly elected Executive Board.
* **If selected**, you will need to put these mandatory events on your calendar (can be subject to change):
  + **National Pan-Hellenic Council** **Meeting/Elections**: November 18th at 7 pm via ZOOM
  + National Pan-Hellenic Council of Presidents Meetings Date TBD for Spring 2020/Fall 2021.
  + All Council Sponsored Programming (misc. throughout term)

Be aware of additional criteria for serving as an NPHC Executive Board Member.

* Nominated members of executive board are considered ineligible if they serve as President of their chapter.
* NPHC Executive Board terms are from November to November. Individuals who are unable to serve these two semesters are discouraged from applying,
* Elected officers will participate in a transition process to learn the details of their position, and how to make the role their own.

NATIONAL PAN-HELLENIC COUNCIL EXECUTIVE OFFICER ELECTIONS – APPLICATION

Please turn in by November 16th at 5:00 PM to the Fraternity & Sorority Life office located in LBJ 4-14.1 **OR** e-mailed to [nphc@txstate.edu](mailto:nphc@txstate.edu) .

Please TYPE your responses

Name: ID# (i.e. A0\*\*\*\*\*\*\*\*\*):

Address:

Telephone: Email:

Chapter: Crossing Semester:

Major: Classification:

Expected Graduation Date: GPA:

**Rank the positions you are interested in. You may choose to rank all positions.**

\_\_\_\_ Council President

\_\_\_\_ VP of Communication

\_\_\_\_ VP of Operations

**Please attach a typed copy of your answers to the following questions:**

1. Are you employed?
   1. If Yes – how many hours per week?
   2. How flexible is your working schedule?
2. List your previous and current leadership positions (in your Chapter and other organizations):
3. Will you have any leadership positions in your chapter next year?
4. What interests you in the National Pan-Hellenic Council Executive Board?
5. What does your ideal FSL community look like?

I am willing to have my name submitted for the offices I have listed and understand the duties of each. I also authorize the National Pan-Hellenic Council Executive Board to review my academic records for the purposes of verification of my scholastic average.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*By signing you acknowledge the applicant is in good standing with your Chapter and a good representation of the National Pan-Hellenic Council Community.

Executive Board Position Responsibilities

1. **Council President Shall:**
2. Preside over meetings and enforce the constitution of the National Pan-Hellenic Council at Texas State University in accordance with Robert’s Rules of Order.
3. Offer consideration of all motions consistent with Robert’s Rules of Order.
4. Appoint all committee chairpersons not otherwise provided for in the constitution of the National Pan-Hellenic Council at Texas State University.
5. Serve as the official representative for the National Pan-Hellenic Council at Texas State.
6. Is authorized to speak on behalf of the council.
7. Attend all FSL & University meetings, forums, etc. on behalf of NPHC
8. Should the NPHC President be unable to attend a meeting, the Vice President of Operations will speak on behalf of the council.
9. Serve as the point of contact and act in the matter of all emergency issues.
10. Request the removal of any person from the council meeting with due cause.
11. Not have a vote unless in the event of a tie.
12. Initiate projects and programs as deemed necessary for the welfare of the council.
13. **Vice President of Operations shall:**
14. Assume the duties of President in their absence.
15. Be knowledgeable of the constitution, bylaws, and other regulations of the council.
16. Notify member organization of potential fines.
    1. Notification will include reason for fine, total amount due, and reminder of due date as defined by the NPHC Bylaws.
17. Keep an accurate account of all money received and imposed by NPHC.
18. Disburse money to appropriate parties as soon as receipts/ invoices are received & provide receipts for all money transactions on behalf of NPHC.
19. Prepare a budget for each semester by the end of the prior semester.
20. The budget shall be approved by the Council of Presidents by the second meeting of each semester.
21. Present a financial report at each General Assembly meeting.
22. **Vice President of Communications shall:**
23. Preside over the General Assembly meetings in the absence of the President and Vice President of Operations.
24. Set and reserve all meeting rooms for NPHC Council of Presidents meetings and events.
25. Maintain accurate minutes of all meetings, which shall include the following information:
26. Every motion, and the second to each motion with the name of the representative and respective organization.
27. The action taken on the motion including the tabulation of the votes.
28. Date, time, and place of the next General Assembly meeting.
29. Distribute minutes of the General Assembly meetings to the representatives no more than 48 hours after the General Assembly meeting.
30. Maintain a roster, in conjunction with the Fraternity & Sorority Life office, with contact information for all NPHC officers, all member organization representatives, alternates, Presidents, Chapter Advisors, and Faculty/ Staff Advisors.
31. Monitor and create content for the NPHC social media accounts.
32. Coordinate all promotional activities and materials for recruitment and any other NPHC events.