Panhellenic Executive Council Officer
Election Information

IMPORTANT DATES

- **Monday, October 5, 2026:** Applications are live on the OFSL website: https://fsl.colostate.edu/council-executive-board-application/
- **Monday, November 2, 2026 by 11:59p.m.:** Applications for the Panhellenic Council officer positions due. (Late applications will not be accepted)
- **Sunday, November 8, 2026, 9 a.m. – 8 p.m. (tentatively):** Interviews for the Panhellenic Executive Council officer positions in the LSC.
- **Monday, November 9, 2026:** Slate is announced and copies of all applications are provided to the chapter representatives at the Panhellenic meeting.
- **Monday, November 16, 2026, 4 p.m.:** Slated candidates will be voted on at the Panhellenic Council meeting held in the LSC Senate Chambers.
- **Monday, November 30, 2026, 4 p.m.:** Final Panhellenic meeting of the semester in the LSC Senate Chambers.
- **Tuesday, December 1, 2026, 5:30 p.m.:** Council Officer Installation Program held in the LSC Theatre (family and friends can attend).
- **Tuesday, December 8, 2026, 6-8 p.m.:** Council Leadership Programs Kickoff Event. Location is the LSC and this is a program for all council officers across all five councils.
- **Sunday, December 6, 1-3 p.m.:** Panhellenic transition program in LSC 300.

***A new Panhellenic position is being piloted in 2027. The Director of Member Experience & Retention will serve as part of the Recruitment Management Team, supporting primary recruitment efforts but focused specifically on COB and year-round growth along with member retention. This position will serve as the council's new member educator pathway representative, meeting with the larger new member education team and supporting the new member education officer workshop pathway. The person that serves in this pilot position will help determine long term viability of the role and future needs post 2027.**

ELIGIBILITY TO RUN

To be eligible for a Panhellenic Association officer position, a member must:

1. Hold a cumulative GPA of 2.8 or higher while in office and to run for office
    a. If a candidate does not have the required GPA to run for office, they may submit a grade exception to run for office. This exception must be extenuating in circumstance and will be reviewed by the slating committee to determine the individual's eligibility.
    b. b. Grades will be checked at the beginning of term and beginning of the second semester of term. Officers that do not meet the GPA requirement are required to meet with the Panhellenic advisor and President to develop an academic plan for the semester.
2. Have completed at least 30 credit hours at Colorado State University or any other institution of higher education prior to election
3. Be in good standing with their respective chapter.

No more than four members from the same women's fraternity shall hold office during the same term.

No Panhellenic Association officer may hold an equivalent position within her chapter, executive or otherwise, concurrent with her term as a Colorado State University Panhellenic Association officer.

No Panhellenic Association officer may hold a position in her chapter that she is required to oversee as outlined by the duties of her Panhellenic Association officer position. This includes, but is not limited to, the following situations: (1) the Panhellenic Director of Finance may not concurrently hold the office of treasurer in her chapter; (2) the Panhellenic Vice President of Risk Management may not concurrently hold the office of risk and accountability chairman in her chapter.

POSITIONS AVAILABLE

1. President
2. Executive Vice President
3. Director of Finance
4. Vice President of Recruitment
5. Director of PNM Experiences
6. Director of Recruitment Coaches
7. Director of Recruitment Operations
8. Director of Recruitment Promotion
9. Vice President of Community Development
10. Director of Scholarship
11. Director of Community Service and Philanthropy
12. Director of Diversity, Equity, and Inclusion
13. Vice President of Risk Management
14. Vice President of Public Relations

***In 2027, Panhellenic will pilot a new position not currently detailed in the Panhellenic bylaws. This position, the Director of Member Experience & Retention will serve as a member of the Recruitment Management Team and work to support primary recruitment. However, their role will specifically focus on ways to improve COB efforts, year-round growth, and retention initiatives within the community. This position will work as part of the broader new member education team and is responsible for the new member education officer workshop series for Panhellenic. The person selected for this pilot role will help determine the long-term need for such a position for future exploration and potential adoption.**

OFFICER POSITION DESCRIPTIONS

Section 10. Panhellenic Association Officer Duties

All Panhellenic Association officers shall maintain a complete and current file that includes a copy of the Colorado State University Panhellenic Association Constitution and Bylaws, Panhellenic Association budget, recent NPC resolutions and unanimous agreements, correspondence for the past year, and all other information pertinent to the position.

All Panhellenic Association officers shall attend the leadership programs organized by Office of Fraternity and Sorority Life including the Association of Fraternal Leadership and Values conference and Fraternity and Sorority Life Institute. Failure to attend these retreats is cause for removal from office.

Panhellenic Association Executive Board shall attend all meetings of the Panhellenic Council and all executive board meetings. When the executive board or cabinet meets will be at the discretion of the Panhellenic President. Executive board meetings will consist of the President and the five vice presidents. Cabinet meetings will consist of the President, five vice presidents, and the seven directors. Unexcused absences from more than two Panhellenic events per semester is grounds for removal from office. Excusal is granted by the Panhellenic President or Executive Vice President, or, in the event of their absence, by the Panhellenic advisor(s). If the officer finds that she is unable to attend mandatory meetings for an approved excuse, she may work with the President and Executive Vice President. To obtain excusal, notification must be given at least 48 hours prior to the meeting or event from which the absence will occur via email, barring emergencies when a text message is appropriate. Mandatory Panhellenic events must be communicated via email at least two weeks prior to an event, unless otherwise determined by the executive officers. Classes required to complete degree

requirements which are only offered at the time of Panhellenic Council meetings will be excused, if proper notice is given to the
Panhellenic President.

General duties of all Panhellenic Association Executive Board includes meeting with the Panhellenic advisor(s), completing two officer hours per week in the Office of Fraternity and Sorority Life, and participating in the Officer Workshop Series, as applicable. All communication between Panhellenic Association officers shall be conducted in a professional and timely manner via email. 'Groupme' may be used as an informal way of communication between officers, advisors, and Panhellenic delegates, and council volunteers. Other forms of communication (i.e.; snapchat or other social media) are not considered an appropriate method of notification of important events.

Furthermore, it shall be the responsibility of all Panhellenic Association officers to maintain and uphold the Colorado State University Panhellenic Constitution and Bylaws.

A. President: The Panhellenic President shall:
    - Maintain overall responsibility for the operation of the Colorado State University Panhellenic Association and serve as the Panhellenic Association representative to the campus and community
    - Preside at all meetings of the Panhellenic Council
    - Preside at all meetings of the Panhellenic Executive Board and cabinet
    - Meet as necessary with chapter presidents to discuss community issues and keep chapters updated on relevant information
    - Serve as a member of the Recruitment Management Team Serve as an ex-officio, non-voting member of the Fort Collins Area Alumnae Panhellenic
    - Attend monthly Presidents Forums
    - Attend the Association of Fraternal Leadership & Values (AFLV) conference in the spring semester
    - Attend Ascend meetings
    - Communicate regularly with the NPC Area Advisor
    - Be familiar with the NPC Manual of Information and all governing documents of the National Panhellenic Conference
    - Complete the NPC Annual Report, as well as ensure all other NPC reports are completed
    - Serve as signatory on general and recruitment bank accounts and oversee the Director of Finance to ensure finances are in order
    - Meet and communicate regularly with the Panhellenic advisor(s)
    - Meet and communicate with Panhellenic executive board vice presidents
    - Meet as necessary with Panhellenic directors
    - Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
    - Perform all other duties as assigned

B. Executive Vice President: The Panhellenic Executive Vice President shall:
    - Perform duties of interim Panhellenic President in the case of her absence or removal
    - Compile agenda, call roll, and take minutes at all Panhellenic Council, Executive Board, and Cabinet meetings

- Type and distribute weekly minutes to Panhellenic Association officers, chapter presidents, chapter Panhellenic delegates and the NPC area advisor
- Maintain an up-to-date file of all Panhellenic Council meeting minutes and governing documents
- Serve as the Panhellenic Chair for the Joint Judicial Board and serve on the All University Hearing Board
- Be familiar with the NPC Manual of Information and Unanimous Agreements, all governing documents of the Panhellenic Association, the Joint Policy on Risk Management, The Joint Policy on Philanthropy and Fundraising, the CSU Student Conduct Code, and other relevant university, local, and state laws
- Update bylaws as needed and for passage by the Panhellenic Council
- Meet as necessary with chapter judicial officers to provide training on the Joint Judicial Board and All-University Hearing Board process, as well as share relevant information on judicial/accountability processes and educational sanctioning
- Plan and lead the Accountability Officer Workshop Series with council judicial officers and advisor(s)
- Meet bi-weekly and communicate regularly with the President and Panhellenic advisor(s)
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
- Assist the Vice President of Community Development with Panhellenic delegate training and sisterhood events
- Perform all other duties as assigned

C. Vice President of Recruitment: The Panhellenic Vice President of Recruitment shall:
    - Maintain overall responsibility for the planning and implementation of Formal Recruitment and spring/ongoing recruitment processes
    - Serve as chair of the Recruitment Management Team
    - Plan and implement fall pre-recruitment events with the Recruitment Management Team
    - Serve as signatory on the recruitment bank account
    - Meet as necessary with chapter recruitment chairs and recruitment advisors to finalize recruitment rules and schedules, as well as keep chapters updated on recruitment information
    - Conduct post-recruitment meetings and surveys to obtain suggestions and comments for the following year's formal recruitment
    - Be available to work necessary amount of hours in Office of Fraternity and Sorority Life during the summer of elected term and receive compensation for that work
    - Meet with Director of PNM Experiences, Director of Recruitment Coaches, Director of Recruitment Promotion, and Director of Recruitment Operations regularly for one on one meetings and serve as support and team help to all recruitment director activities as well as assist and intervene when their duties are not fulfilled
    - Serve as a Fraternity and Sorority Life Ambassador, including participating in spring training and working in the summer
    - Coordinate education and programming initiatives on the best practices of continuous open bidding
    - Coordinate the spring meet and greet recruitment event with the Recruitment Management Team

- Assist all associate chapters with year-round recruitment efforts
- Meet and communicate regularly with the Panhellenic President and advisor(s)
- Manage all chapter forms and requirements including recruitment round/expense breakdown
- Assist in selection and training of recruitment coaches
- Coordinate Panhellenic recruitment apparel
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
- Perform all other duties as assigned

D. Vice President of Community Development: The Panhellenic Vice President of Community Development shall:
    - Serve as a liaison to the Fraternity and Sorority Programming Board.
    - Plan and implement Panhellenic council delegate training, including the review Robert's Rules of Order
    - Plan and implement senior programming
    - Plan and implement leadership and educational development opportunities for chapter membership
    - Meet as necessary with chapter programming officers to discuss leadership and educational programming initiatives
    - Plan and oversee the Sonia Margolin ImMasche Kindness Summit
    - Plan and implement Panhellenic sisterhood events
    - Oversee Director of Scholarship and Director of Community Service and Philanthropy and meet bi-weekly
    - Meet and communicate regularly with the Panhellenic president and advisor(s)
    - Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
    - Perform all other duties as assigned

E. Vice President of Risk Management: The Panhellenic Vice President of Risk Management shall:
    - Be familiar with the NPC Manual of Information and Unanimous Agreements, all governing documents of the Panhellenic Association, the CSU Student Conduct Code of Conduct, the Joint Policy on Risk Management, individual chapter risk management policies, and other relevant university, local, and state laws
    - Assist the Office of Fraternity and Sorority Life in conducting risk management training, including the Officer Workshop Series
    - Partner with others on educational programs on risk management and prevention, including National Hazing Prevention Week, National Collegiate Alcohol Awareness Week, and Sexual Assault Awareness Month
    - Serve on the Harm Reduction and Risk Management Workgroup
    - Meet as necessary with chapter risk management officers to discuss effective risk prevention strategies and provide resources, as well as provide information on the Panhellenic community risk management policy and risk prevention efforts
    - Conduct an ongoing review of social event registration forms to ensure compliance with the Panhellenic community and all governing documents
    - Meet and communicate regularly with the Panhellenic President and Advisor(s)

- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
- Perform all other duties as assigned

F. Vice President of Public Relations: The Vice President of Panhellenic Public Relations shall:
    - Develop, plan, and implement a comprehensive year-round public relations and marketing strategy for the Panhellenic Association
    - Prepare and send news releases to college and local media for all major Panhellenic Association events and programming
    - Meet as necessary with chapter public relations officers to discuss effective chapter marketing strategies and provide public relations resources, as well as provide information on the Panhellenic community public relations and marketing strategy
    - Monitor college news and media sources for fraternity and sorority life exposure
    - Work cohesively with the Director of Recruitment Promotion to follow branding standards of the Panhellenic Association
    - Assist Panhellenic Association officers and chapters in the promotion, advertising, and publicity of their events
    - Serve as an FSL Ambassador
    - Plan and implement External Relations Officer Workshop Series
    - Develop, plan, and implement a public relations and marketing strategy for the Welcome Back Block Party
    - Meet and communicate regularly with the Panhellenic President and Advisor(s)
    - Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
    - Monitor and develop posts (including stories) and engage with users for all Panhellenic social media platforms and coordinate Wear ‘Em Wednesday.
    - Perform all other duties as assigned

G. Director of Finance: The Panhellenic Director of Finance shall:
    - Oversee the financial management of the Panhellenic general account with the Panhellenic advisor(s), including the preparation of the annual Panhellenic budget
    - Manage the collection of member dues according to the Panhellenic financial outline, prompt payment of all Panhellenic Association bills, and reconciliation of the Panhellenic accounts to the bank statements. This includes the assessment of late fees
    - After the approval of the budget by the Panhellenic Association, provide a copy of the Panhellenic Association budget to each Colorado State Panhellenic Association member chapter
    - Serve as signatory on the Panhellenic general account
    - Provide a financial report during Panhellenic Council meetings on the invoice schedule
    - Meet as necessary with chapter financial officers to discuss the Panhellenic financial outline, and other relevant Panhellenic financial topics
    - Specifically balance the Panhellenic checkbook monthly
    - Meet and communicate regularly with the Panhellenic advisor(s) and Executive Vice President
    - Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
    - Perform all other duties that arise

H. Director of PNM Experiences: The Panhellenic Director of PNM Experiences shall:
- Perform the duties of the Vice President of Recruitment in her absence
- Serve as a member of the Recruitment Management Team
- Assist in coordinating all online system operations for formal recruitment
- Assist PNMs in the withdrawal process and input all withdrawal forms
- Manage bid day
- Coordinate and execute any potential new member abbreviated schedules/excuses for formal recruitment
- Be available to work necessary amount of hours in Office of Fraternity and Sorority Life during the summer of elected term and receive compensation for that work.
- Serve as a Fraternity and Sorority Life Ambassador, including participating in spring training and working in the summer
- Respond to any and all emails related to interest in joining the Panhellenic community anytime
- Assist the Director of Recruitment Coaches with spring training, preparation week, and fall training of recruitment coaches
- Assist the Director of Recruitment Promotion with putting together and ordering PNM booklets
- Plan and implement orientation sessions for potential new members during fall formal recruitment
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
- Perform all other duties that arise and apply

I. Director of Recruitment Coaches: The Panhellenic Director of Recruitment Coaches shall:
- Assist the Vice President of Recruitment with formal recruitment planning and implementation
- Coordinate the selection and training of recruitment coaches
- Conduct post-recruitment meetings and evaluations with recruitment coaches to obtain suggestions and comments for the following year's formal recruitment
- Serve as a member of the Recruitment Management Team
- Must have previously served as a recruitment coach
- Coordinate with and manage recruitment coaches during formal recruitment
- Meet and communicate regularly with the Vice President of Recruitment and Panhellenic advisor(s)
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
- Perform all other duties that arise and apply

J. Director of Recruitment Operations: The Panhellenic Director of Recruitment Operations shall:
- Oversee all recruitment finances and be a signatory on the Panhellenic recruitment account
- Work with the Director of Finance to ensure all Panhellenic accounts are in order and create and manage a budget
- Coordinate transportation, reservations, and catering for formal recruitment
- Serve as the recruitment headquarters coordinator and manage Recruitment Operations Specialists

- Serve as a member of the Recruitment Management Team.
- Meet and communicate regularly with the Vice President of Recruitment and Panhellenic advisor(s)
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
- Perform all other duties that arise and apply

K. Director of Recruitment Promotion: The Panhellenic Director of Recruitment Promotion shall:
- Must have experience with InDesign, Illustrator, and/or other graphic design applications and be able to present a personal portfolio during the slating committee interview
- Assist the Vice President of Public Relations to develop, plan, and implement a comprehensive year-round public relations and marketing strategy
- Work with the Recruitment Management Team to develop a recruitment theme
- Design a recruitment logo
- Work with the Vice President of Public Relations to develop a campaign across all Panhellenic social media platforms
- Develop and order Formal Recruitment promotional items
- Develop, plan, and implement public relations and marketing for Panhellenic recruitment. Specifically, coordinate the pre-recruitment marketing strategy
- Serve as a member of the Recruitment Management Team Conduct post-recruitment meetings and evaluations with recruitment officers to obtain suggestions and comments for the following year's formal recruitment marketing efforts
- Coordinate with Vice President of Public Relations to ensure council and community marketing efforts and branding are consistent for the Panhellenic Association
- Attend Recruitment Management Team meetings
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
- Perform all other duties that arise and apply

L. Director of Scholarship: The Panhellenic Director of Scholarship shall:
- Meet individually with chapter scholarship officers of chapters below the all Panhellenic average each semester regarding academic action plans to determine areas of achievement and areas of needed improvement
- Meet as necessary with chapter scholarship officers to discuss effective academic programming and campus resources, as well as the Panhellenic community scholarship initiatives
- Plan and implement faculty appreciation
- Plan and implement scholarship Officer Workshop Series
- Meet and communicate regularly with Vice President of Community Development and Panhellenic advisor(s)
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
- Perform all other duties that arise and apply

M. Director of Community Service and Philanthropy: The Panhellenic Director of Community Service and Philanthropy shall:

- Meet as necessary with chapter community service and philanthropy officers to discuss effective community service and philanthropy programming and campus resources
- Ensure all Panhellenic chapters' philanthropy events are registered following relevant policies
- Assist in the promotion of all Panhellenic chapters' philanthropy events
- Share best practices and coordinate community wide service efforts
- Provide information about opportunities and experiences for service, and serve as a liaison between outside service events and the Panhellenic community
- Plan and implement community service and philanthropy Officer Workshop Series
- Meet and communicate regularly with the Vice President of Community Service and Development and advisor(s)
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
- Perform all other duties that arise and apply

N. Director of Diversity, Equity, and Inclusion: The Panhellenic Director of Diversity, Equity, and Inclusion (DEI) shall:
    a. Meet as necessary with chapter DEI representatives to discuss effective DEI programming, promotion of campus resources, and Panhellenic community DEI initiatives
    b. Plan and provide facilitation resources for chapter DEI representatives to use when presenting information to their chapters regarding but not limited to privilege, oppression, diversity, implicit biases, sexual orientation and preference, and cultural appropriation
    c. Host a DEI workshop for the Recruitment Coaches to provide information on being identity conscious and discuss ideas to help minimize biases and stigmas revolving around recruitment
    d. Host, share, and/or promote DEI events occurring throughout the fraternity and sorority and CSU community
    e. Be a source of information for other Panhellenic officers to use when planning Panhellenic-wide events to ensure DEI efforts are being considered; support and challenge other Panhellenic officers to be conscious of how DEI plays a role in their own council positions
    f. Meet and communicate regularly with Vice President of Community Development and Panhellenic advisor(s)
    g. Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
    h. Perform all other duties that arise and apply