



**National Pan-Hellenic Council  
Executive Board Application  
2020 - 2021**

**National Pan-Hellenic Council**

## National Pan-Hellenic Council Executive Board Application 2020 – 2021

Thank you for your interest in applying for an executive position on the University of Louisiana Monroe NPHC Executive Board. Please complete the following and attach any additional information that is requested. **Applications are due (completed and signed) by April 24, 2020 by 10:00 am to the Coordinator of Greek Life and Student Development , Chris Williams, in Student Center 257. No handwritten/late applications will be accepted.**

Name:	Organization:
Classification:	Major:
Phone Number:	Email:
Fall 2019 Semester GPA:	Cumulative GPA:

### Application Timeline

- April 24, 2020: Applications are due by **10:00 am** to the Coordinator of Greek life and Student Development email [jwilliams@ulm.edu](mailto:jwilliams@ulm.edu).
- April 27, 2020: Elections will be at NPHC Council Zoom meeting.

Please indicate for which office you wish to apply by placing a **check mark** in the appropriate space. Please refer to the NPHC constitution for more details on each office's responsibilities and duties (see excerpt below). If you are applying for more than one position, please rank them in numerical order, 1 being most desired. All candidates must be present during NPHC elections.

## National Pan-Hellenic Council

- \_\_\_ President
- \_\_\_ 1<sup>st</sup> Vice President
- \_\_\_ 2<sup>nd</sup> Vice President of Recruitment
- \_\_\_ Secretary
- \_\_\_ Treasurer
- \_\_\_ Parliamentarian

\*You must attend elections to be eligible for a position on the NPHC Executive Board.

\_\_\_\_\_ (Please Initial) I authorize the Office of Fraternity and Sorority Life to verify my cumulative GPA.

**Requirements:**

- Have been an active member of an NPHC member organization for a minimum of two semester (three semesters for President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President)
- In good standing with member organization
- Minimum **2.50/4.0** cumulative GPA prior to and while in office
- In good standing with the University
- No officer shall have an expected graduation date before the expiration of his/her term.



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## Questions:

Please answer the following questions and submit any additional information you would like to include. Please attach **your typed responses** on a separate piece of paper.

- 1) Please list expected time commitments for next year. (Include an estimate of hours/week required.)
- 2) Please list your qualifications, skills, or experiences relative to the position you are applying for.
- 3) Why do you desire to serve on the NPHC Executive Board?
- 4) What goals and ideas do you have for ULM NPHC? How do you plan on accomplishing those goals?
- 5) What do you think are some challenges the NPHC organizations face on campus?
- 6) How do you plan on balancing not only your tasks, but also aiding other Executive Board members in their tasks along with academics and extracurricular activities?
- 7) Describe your leadership style.
- 8) What will you do as an NPHC Executive Board member to change the perception of the NPHC Community and convey the positive benefits of Fraternity and Sorority Life?
- 9) How would you work with and motivate NPHC organization to do more on and off campus?
- 10) How will you best utilize our financial resources to benefit NPHC organizations?
- 11) What plans do you have to improve scholastic performance and how to you plan to achieve it?
- 12) What are 3 needs that you see our community (Monroe, West Monroe, Richwood, etc.) needs, and how do you plan to address those as executive board member?
- 13) What will you do to help improve the image of the NPHC community and connect with other student groups on campus?
- 14) Please attach a current resume to the application and unofficial transcript.

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**Certification, Qualification, and Time Commitment:**

I certify that all information contained in this application is true and written solely by me. Furthermore, I have carefully read the requirements of being a member of the National Pan-Hellenic Council Executive Board and certify that I am eligible and would fulfill the duties of the position(s) for which I am applying.

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

- Support the mission, values and vision of the University of Louisiana Monroe, Fraternity and Sorority Life, and the National Pan-Hellenic Council at ULM.
- Attend all NPHC General Meetings, NPHC Executive Meetings, NPHC Delegates Meetings, Conferences, events and activities.
- Complete all officer-related expectations from the Constitution and Bylaws that are assigned.

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



## National Pan-Hellenic Council Executive Board Positions

*NOTE: The descriptions below are not exhaustive lists but constitute the essential (minimal) duties. Moreover, the number of bullets does not necessarily correspond to the amount of time or effort the position demands. Finally, the most qualified applicant would not only fulfill his/her duties, but also recognize opportunities to grow his position for the benefit of the council.*

### **President shall:**

- a. Have overall responsibility for the operation of the NPHC
- b. Call and preside at all regular, Executive Committee and special meetings of the NPHC, ensuring that they are conducted with decorum and discipline
- c. Represent, or appoint a representative for, NPHC at all meetings dealing with the welfare of the Council
- d. Attend all Fraternity and Sorority Council (IFC, NPC, NPHC) meetings as NPHC delegate
- e. Confer with the Executive Committee concerning appointments of delegates to committees
- f. Remain neutral on all issues requiring a vote and shall only serve as the deciding vote in all ties with exception of impeachment matters
- g. Maintain a complete up-to-date President's file of all material pertinent to the running of the Council
- h. Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws
- i. ENFORCE the laws and by-laws of this constitution
- j. Maintain a working relationship with the NPHC Advisor & the Office of Fraternity and Sorority Affairs and serve as liaison between advisor, other Councils and NPHC

### **1<sup>st</sup> Vice President shall:**

- a. Perform the duties of the President in his/her absence, inability to serve, and removal from office or at his/her call
- b. Preside over all NPHC committees
- c. Serve as Programming Committee chair
- d. Serve as delegate to the Fraternity and Sorority Steering Committee (GSC)
- e. Maintain a close working relationship with the President
- f. Be responsible for assisting the President as requested and shall serve as liaison between all committees and the general body
- g. Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws

### **Secretary shall:**

- a. Keep an up-to-date roster of the members of the NPHC, and make roll call at every NPHC meeting
- b. Be responsible for keeping a record of attendance for all representatives at meetings, activities and programs
- c. Be responsible for keeping an accurate and strict record of all proceedings of the Council and shall keep record of all documents of the Council

- d. Be responsible for keeping an accurate record of minutes for all meetings, keeping these minutes readily available at all times and distributing these minutes to all NPHC organizational Presidents
- e. Be responsible for keeping current calendar of all NPHC and individual organization events
- f. Be responsible for the official correspondence of the Council and correspondence with the NPHC Advisor
- g. Serve as Public Relations Committee chair
- h. Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws

**Treasurer shall:**

- a. Be responsible for the general finances of the NPHC
- b. Be responsible for the prompt payment of all bills of the NPHC
- c. Receive all payments due to the NPHC, collect all dues and inform the President of those member fraternities/sororities who may be financially ineligible to vote
- d. Be responsible for all deposits, balancing of the checkbook, and writing of receipts as well as notifying members of the NPHC regarding all internal affairs (e.g. fines, notices, etc...)
- e. Be responsible for the preparations of a semester budget and a semester written financial statement
- f. Maintain all financial accounts of the NPHC via the NPHC Advisor
- g. Serve as Fundraising Committee chair
- h. Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws

**2<sup>nd</sup> Vice President shall:**

- a. Perform the duties of the 1<sup>st</sup> Vice-President in his/her absence, inability to serve, and removal from office or at his/her call
- b. Serve as Membership Committee chair
- c. Coordinate and/or supervise the activities of the Council
- d. Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws

**Parliamentarian shall:**

- a. Be responsible for maintaining order in NPHC meetings according to Robert's Rules of Order
- b. Serve as Nomination/Election Committee chair
- c. Serve as Chief Justice of the NPHC Judicial Board (*J-Board*)
- d. Be responsible for handling all impeachment requests, determining their validity, and reporting them to the Judicial Board
- e. ENFORCE the laws and by-laws of this constitution
- f. Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws