

2016 Junior Panhellenic Director Application

Please print, sign, and return to the Sorority Village Center.

Completed applications must be received by 5:00 pm on Friday February 26

Name: _____ Sorority Affiliation: _____

Hometown: _____ Email Address: _____

Cell Phone: _____ Major: _____

UT Student ID: _____ Cumulative GPA: _____

Fall 2016 GPA: _____ Classification by hours: _____

Position(s) Applying for: (1) _____

See positions on page 2 (2) _____

Full descriptions on pages 3 (3) _____

Please list any current and past sorority activities:

Please list any current and past activities at the University of Tennessee:

Please list any experience you have that may be relevant to the position(s) you are interested in.

Why are you interested in being on JPAN? List any ideas you have for the position(s) you are applying for.

Being a Junior Panhellenic Director is not extremely time consuming, however we will require you to set aside some time for weekly council meetings, director tasks, and time to attend any events we plan or Panhellenic events. Are you willing to make that time commitment? Please list anything that would restrict your time involvement.

Please read this page carefully and sign at the bottom. Turn in with your application to the Sorority Village Center by 5:00pm **on Friday February 26, 2017**. Please contact Nathalie Flores (nfloresr@vols.utk.edu) with any questions.

By signing this page, I agree to:

- Maintain a GPA above 3.0 (cumulative).
- Attend ALL Junior Panhellenic Council meetings. Council meetings will be at a time designated by the 2017 Junior Panhellenic Director and new council members.
- Attend and participate in Junior Panhellenic sponsored activities.
- Be an active member of my chapter and in good standing during my term.

ACADEMIC RECORD RELEASE: I understand that to apply for a position on Junior Panhellenic Council, I must be a regularly enrolled, full-time student in good standing with The University of Tennessee, Knoxville. I understand that the Family Educational and Privacy Act of 1974 allows the release of my scholastic records only with my consent. I hereby give my consent to release my academic records to the University of Tennessee Panhellenic Council. I realize that falsification of information submitted could result in dismissal from a position on Junior Panhellenic Executive Board if I am to receive one.

I hereby attest that all of the information included in the Junior Panhellenic Director application is true and accurate, and I release my academic records for review. I agree to carry out my duties as outlines in the position description in the Constitution of the

Panhellenic Council. I understand that at any point, if I exceed the allowed amount of absences or do not fulfill my duties, I will be removed from the Junior Panhellenic Council Director position.

Signature: _____

Name: _____ **Date:** _____

Good luck! Thank you for your application!

Quick list of available positions for Junior Panhellenic Council 2016:

Philanthropy Director
Scholarship Director
New Member Education Director
Public Relations Director
Sisterhood Director
Inter-Council Liaison
Assistant Lip Sync Director
Executive Vice President

Responsibilities & Descriptions

All Directors of Junior Panhellenic Council

- A. In order to be appointed as a Junior Panhellenic Director, an applicant must have and maintain at least a 3.0 cumulative GPA.
- B. Directors are required to attend ALL Junior Panhellenic meetings. If a Director misses two Junior Panhellenic meetings in one semester, her position will be reviewed and dismissal will be a possibility. If a Director misses three unexcused meetings, she will automatically be dismissed from her position.
- C. Directors are required to communicate with their overseeing director at least once a month at the discretion of the executive board.
- D. In the event that an existing director does not fulfill these requirements for the two semesters of her term, removal from the position may be appealed and reviewed by the Junior Panhellenic executive officers, the Graduate Assistant and the Advisor. The official alternative selected would then take over the position.

Philanthropy Director

- Help coordinate Greek Week in cooperation with other sorority and fraternity life governing councils.
- Keep all new members updated on Greek Week plans.
- Establish relations and keep in contact with Junior Panhellenic's philanthropy Habitat for Humanity. This is crucial since the money raised from Lip Sync goes towards this organization.
- Complete a community service or philanthropy project for new members centered around Habit for Humanity.
- Educate new members on Panhellenic's philanthropy, Circle of Sisterhood.

Scholarship Director

- Help educate new members on involvement and scholarship opportunities offered around campus.
- Plan an event promoting scholarship such as hosting a professional speaker, academic workshop, study/cram session, etc.
- Use the Student Success Center/Career Services as sources of aid or inspiration for ideas.

New Member Education Director

- Help in coordinating any new member education programs.
- Promote attendance at all new member events.
- Plan an educational event for new members centered around relevant member development topics such as leadership development, campus resources, goal setting/strategic planning, etc.

Public Relations Director

- Promote Junior Panhellenic through Social Media as well as around campus.
- Maintain Facebook, Twitter, and Instagram pages.
- Create a promo video for Lip Sync.
- Design the Junior Panhellenic and Lip Sync shirts.
- Plan an event for new members tied to Public Relations such as appropriate social media representation, etc.

Sisterhood Director

- Promote sisterhood among the chapters as well as leadership opportunities within the Panhellenic community and around campus.
- Plan an event promoting *PAN LOVE* between the chapters.
- Help plan the annual Lip Sync Reveal event.

Inter-Council Liaison

- Attend meetings for/maintain communication with the Interfraternity Council, the National Pan-Hellenic Council, and the Multicultural Greek Council.
- Help create communication between all councils.
- Assist the Sorority and Fraternity Life Liaison Director when needed.
- Plan an event involving other members of the sorority and fraternity community.

Assistant Lip Sync Director

- Assist the Lip Sync Director in coordinating Lip Sync, Junior Panhellenic's fall philanthropy event.

- Keep in contact with the Lip Sync coaches and chapter presidents to ensure they are updated on details of the event.
- Work with the Philanthropy Director to complete a community service or philanthropy project for new members centered around Habit for Humanity.
- Promote Habitat for Humanity throughout the event with help from the Public Relations Director.

Executive Vice President

- Assist the Junior Panhellenic Director in any way needed.
- Oversee the success of the other council members.
- Help coordinate all Junior Panhellenic events.
- Work with the New Member Education Director to plan an educational event for new members.
- Ensure that the council is running smoothly.