College Panhellenic Bylaws Article IV. Section 9. Duties of Officers

A. The President shall:
- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board.
- Serve as an ex-officio member of all Panhellenic Association committees with voice but no vote.
- Communicate regularly with the Panhellenic advisor.
- Propose changes to the Constitution and Bylaws.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Ensure that the NPC annual report is completed.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: The University of Southern Mississippi College Panhellenic Council bylaws and standing rules; the College Panhellenic Council budget; contracts executed on behalf of the College Panhellenic Council; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
- Have overall responsibility for the operation of the Panhellenic Council.
- Sign all contracts involving the College Panhellenic Council.
- Complete the Southeastern Panhellenic Conference award packet after her term of office.
- Work a 10-12 hours a week as an office worker in the Greek Life Office, being paid minimum wage.
- Work with the other Greek Councils (IFC & NPHC) and the VP of Philanthropy to co-direct Greek Week activities.
- Hold at least two president’s roundtables a semester.
- Serve as a member of Recruitment Team and follow all recruitment counselor disassociation rules during her term of office.
- Perform all other duties as assigned.
- Recommended to live in Hattiesburg over the summer.

A. The Vice President of Educational Programming shall:
- Perform the duties of the president in her absence.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Serve as the Head Recruitment Counselor during her term of office.
- Coordinate all Recruitment Counselor’s training and activities.
- Plan council-wide educational programming to support the needs of CPC.
- Host roundtables with the chapter new member educators.
- Create and over-see committees, within the realm of her office, as the need for them arises.
- Over-see Educational programming for the council.
- She can have an assistant from the Gamma Rho Chi team who is nominated and elected by the Executive Board. The Assistant will be from a different chapter than the VP of Educational Programming.
- Perform other duties as assigned.
- Serve as a member of Recruitment Team and follow all recruitment counselor disassociation rules

B. The Vice President of Recruitment and Retention shall:
- Coordinate Formal Recruitment.
- Hold roundtables with recruitment chairs
- Coordinate Open Recruitment activities and any other activities pertinent to membership recruitment.
- She can have an assistant from the Recruitment Counselors chosen in the spring, preferably a sophomore, for planning and executing of Recruitment. She will be appointed by executive board.
- Perform all other duties usually pertaining to this office.
- Plan and implement retention programs
- Serve as a member of Recruitment Team and follow all recruitment counselor disassociation rules during her term of office.
- Perform all other duties as assigned.
- Suggested that she lives in Hattiesburg over the summer.

C. The Vice President of Administrative Affairs shall:
- Keep an up-to-date roll of the members of Panhellenic Council.
- Record minutes of all meetings of the The University of Southern Mississippi College Panhellenic Council, the Executive Board, and roundtables
- Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- Send meeting minutes to the NPC area advisor, Panhellenic Advisor, Panhellenic Delegates, and Chapter Presidents within 3 days of the Panhellenic Meeting.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Sign Panhellenic Council contracts when authorized to do so and keep copies on file.
- Supervise the finances of The University of Southern Mississippi Panhellenic Council.
- Be responsible for the preparation of the semester budget and following approval by the Panhellenic Council, for providing a copy for each council member fraternity at The University of Southern Mississippi Council.
- Receive all payments due to the Panhellenic Council, collect all dues, and give receipts.
- Responsible for the prompt payments of the annual NPC dues and all other bills of College Panhellenic Council.
- Host roundtables with chapter secretaries and treasurers
- Assists CPC President in proposing bylaw revisions.
- Obtains sponsorships for the formal recruitment period during her term
- Responsible for the execution of Formal Recruitment selection sessions.
- Maintain up-to-date financial records, give a financial report each semester at a regular meeting of the Panhellenic Council, and an annual report at the close of her term of office.
- Serve as a member of Recruitment Team and follow all recruitment counselor disassociation rules during her term of office.
• Perform all other duties as assigned.

D. The Vice President of Philanthropy and Community Service Shall:
• Review and approve Philanthropy packets for their alignment with philanthropy rules.
• Coordinate all activities that benefit the University and the community in a charitable way.
• Plan, organize, and execute all details pertaining to any Greek-wide community service projects that involve Panhellenic women.
• Act as a liaison between the College Panhellenic Council and community agencies requesting the aid of Panhellenic members for all service projects.
• Create service hour reports for the CPC.
• Work closely with The Center for Community and Civic Engagement.
• Serve as a Recruitment Counselor during her term of office.
• Work with the Philanthropy Chairs for IFC & NPHC (e.g. co-host meetings to plan Philanthropy calendar with other Greek Council Chapters).
• Host roundtables with philanthropy chairs.
• All other duties as assigned.

E. The Vice President of Public Relations shall:
• Be responsible for publicizing Panhellenic Council events before and after they occur.
• Collaborate with the other councils and Office of Greek Life staff on up to date news and announcements.
• Prepare publicity materials for Panhellenic events (i.e. Recruitment, Greek Week, educational programs).
• Create the Formal Recruitment Booklet.
• Maintain the social media accounts of the College Panhellenic Council.
• Host roundtables for chapter’s officers responsible for the promotion of their chapter.
• Perform other duties as assigned pertaining to this office.
• Serve as a Recruitment Counselor during her term of office.

G. The Vice President of Risk Management/Judicial Board Chief Justice shall:
• Work with the chapter risk management chairs/standards to ensure that the Panhellenic Council’s social and risk management policies are consistent with the laws and regulations of the campus, community, and state.
• Hold at least two semester meetings (roundtables) with risk management chairs/standards and/or social chairs to review policies and regulations of our campus, community, and state. Present relevant information regularly to educate chapters about current risk management issues and potential liability issues.
• Prosecute any member group that violates any College Panhellenic Council rules or regulations and/or university policies and procedures.
• Serve as the Chief Justice (chairperson) of the USM Panhellenic Judicial Committee, and performs any other duties pertaining to this office (i.e. selection and training of the Judicial Board).
• Responsible for updating and enforcing Community Standards with the support of the Judicial Board.
• Be familiar and competent in administering the NPC judicial procedure.
• Serve as Recruitment Counselor during her term of office.
- Perform other duties as assigned pertaining to this office.

H. The Vice President of Scholarship
- Be responsible for coordinating and improving any scholastic activities for the Panhellenic Council, as well as reviewing and improving the current policy for Panhellenic requirements.
- Supply helpful information to the chapters of Panhellenic Council and pledge to work with chapters who need help scholastically.
- Oversee any activities pertaining to NPC Month of the Scholar.
- Use the NPC Academic Handbook as a resource to encourage and promote academic achievement.
- Responsible for Order of Omega Greek Academic Honor Society.
- Serve as the Student Advisor to the Junior Panhellenic Council of The University of Southern Mississippi Panhellenic Council.
- Host roundtables with scholarship chairs of the respective councils
- Serve as a chair of Greek Week along with a representative from both NPHC, and IFC
- Promote and host the Scholarship Reception
- Serve as a Recruitment Counselor during her term of office
- Perform other duties as assigned pertaining to this office.