



# **UCLA Panhellenic Executive Board Application**

Dear Prospective Applicant,

Thank you for your interest in joining the UCLA Panhellenic Executive Board! The positions that are open for the 2021 calendar year are that of President, Executive Vice President, VP Finance, VP Membership, VP Scholarship, VP Community Development, VP Risk Management, VP Programming, VP Women's Wellness, and VP Communications.

Descriptions of each position, along with the descriptions for Panhellenic Coordinator positions, are available at [uclapanhellenic.com](http://uclapanhellenic.com) on the Bylaws & Documents tab under Meet Exec. Also, feel free to reach out to any position you are interested in to hear more about their role. Please indicate on your application your preferred positions. If you are interested in being considered for a Coordinator position should you not be slated or elected, please make note of that as well.

A solid and genuine commitment to joining this executive council is imperative to the community's success. Qualities vital to true Panhellenic leadership are collaboration and cooperation, dedication, responsibility and reliability, and openness to challenging yourself and your perceptions of our community. If you are willing to push our community to grow, and to grow yourself, leadership on the Panhellenic Executive Board can provide you with lifelong benefits.

If you have any questions or concerns, please don't hesitate to reach out to me or anyone else on the executive board, and good luck with the application process!

Sarah Bergren  
President, UCLA Panhellenic Council  
[president.pan.ucla@gmail.com](mailto:president.pan.ucla@gmail.com)

## Important Dates and Information

Applications are due Friday of Week 6 (November 13th) at 4:00 pm to [president.pan.ucla@gmail.com](mailto:president.pan.ucla@gmail.com). After you complete your application, we will contact you to confirm that we have received it.

1. Each applicant is required to complete a 20-minute interview over Zoom. Interviews will be held on Tuesday, November 17th from 8:00-10:00pm, Wednesday, November 18th from 6:00-10:00pm, and Thursday November 19th from 6:00-10:00 pm. On your application, please mark which times you are unavailable to interview. You will be contacted with your interview time slot.
2. The Panhellenic Executive Board installation and transition meeting will be held on Monday, December 7th at 5PM. Please keep this date open, as attendance is mandatory for all elected officers. More information will be provided as the date approaches. Please make a note in your application if you have a conflict with this date.
3. All elected officers are expected to attend Gold Academy, a leadership retreat hosted by OFSL. More information will be provided as this retreat approaches.
4. Regular Panhellenic Executive Board and Delegate meetings will begin Week 1 of Winter Quarter. Executive Board meetings are currently scheduled for Mondays (Time TBD), and Delegate meetings are currently scheduled for Tuesdays from 5:00-6:00pm. All elected officers are expected to attend both meetings each week.

## Eligibility

1. Eligibility to serve as an officer shall depend on your organization's class of membership:
  - A. **Regular membership.** Members from women's sororities holding regular membership in the UCLA Panhellenic Association shall be eligible to serve as any officer, given that they are an initiated member of their chapter and have completed at least two quarters of membership at the time of application.
  - B. **Provisional membership.** Members from women's sororities holding provisional membership in the UCLA Panhellenic Association shall not be eligible to serve as an officer.
  - C. **Associate Membership:** Members from women's sororities holding associate membership in the UCLA Panhellenic Association shall not be
  - D. eligible to serve as an officer in the following positions: President,

EVP, and VP Membership. To be eligible to serve as an officer, a member of an associate member chapter must have been an initiated member of her chapter for at least two quarters at the time of application.

2. A Panhellenic officer must be registered with the University of California, Los Angeles and enrolled as a full-time student in good academic standing with the university. She must maintain a minimum 2.25 quarterly and 2.5 overall GPA throughout her term.

3. No more than 2 members from the same chapter may be elected to the Executive Board. Additionally, the following positions may not be held by members of the same chapter:

- A. President, Executive Vice President, and VP Membership;
- B. Executive Vice President and VP Risk Management; and
- C. President and VP Finance.

4. All Panhellenic Officers must be in good standing with their own organizations to be eligible to serve in their roles.

If you have any questions about eligibility requirements, please reach out to the Panhellenic President at the following email address:

[president.pan.ucla@gmail.com](mailto:president.pan.ucla@gmail.com)

### **General**

1. All Executive Board Officers must disaffiliate during all recruitment periods to facilitate the Panhellenic Recruitment program.

2. The Membership Recruitment Team members (President, Executive Vice President and VP Membership) are expected to live in LA throughout the summer, specifically on site during the months of August / September to assist with the planning of Fall Formal Recruitment. All other officers are expected to assist with Fall Formal Recruitment and Recruitment Counselor Training in Los Angeles starting September 12th, 2021.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Chapter: \_\_\_\_\_

Year in School: \_\_\_\_\_ Quarter Initiated: \_\_\_\_\_

Cumulative UCLA GPA: \_\_\_\_\_

Executive Board Positions: Please rank in order of preference all positions that you would like to be considered for. Please note that you may also be considered for different positions and will be notified in this case.

\_\_\_\_\_ President

\_\_\_\_\_ Executive Vice President

\_\_\_\_\_ VP Finance

\_\_\_\_\_ VP Scholarship

\_\_\_\_\_ VP Risk Management

\_\_\_\_\_ VP Women's Wellness

\_\_\_\_\_ VP Membership

\_\_\_\_\_ VP Community Development

\_\_\_\_\_ VP Programming

\_\_\_\_\_ VP Communications

\_\_\_\_\_ Recruitment Counselor Coordinator (this is a Board of Coordinators Position)

Would you like to be considered for a Coordinator position should you not be slated or elected? Yes / No

Answer the following questions in no more than 300 words per question.

Please use this page as a cover page. Include your answers to the questions on a separate sheet of paper, and attach a resume.

- 1. Identify areas of growth for the Panhellenic community, and describe your goals and objectives for your term related to those areas of growth.
- 2. What unique experiences and qualifications do you have that will enable you to be a successful leader on the Panhellenic Executive Board?
- 3. Briefly explain your time commitments for the 2021 calendar year and include any time conflict you have with interview times and/or retreat. Please include any planned commitments for Summer 2021 and make a note if you are applying for your chapter's executive board (this will not affect your application).

## **Interview Process**

All applicants must complete a 20-minute interview with the Nominating Council, consisting of 2 representatives from each chapter, along with current Panhellenic Executive Board officers. Place an X in the box for the times you are **NOT** available to interview. The Panhellenic President or Executive Vice President will contact you to confirm your interview time.

Time	Tuesday, 11/17	Time	Wednesday, 11/18	Time	Thursday, 11/19
8:00pm		6:00 pm		6:00 pm	
8:20pm		6:20 pm		6:20 pm	
8:40pm		6:40 pm		6:40 pm	
9:00pm		7:00 pm		7:00 pm	
9:20pm		7:20 pm		7:20 pm	
9:40pm		7:40 pm		7:40 pm	
		8:00 pm		8:00 pm	
		8:20 pm		8:20 pm	
		8:40 pm		8:40 pm	
		9:00 pm		9:00 pm	
		9:20 pm		9:20 pm	
		9:40 pm		9:40 pm	

Your signature confirms that the information in your application is true and correct to the best of your knowledge and that you will meet the eligibility obligations outlined in the application.

Signature:

Date: