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.
	+ Communicate regularly with the Panhellenic advisor.
	+ 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: University of Louisiana at Lafayette Panhellenic Association bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
	+ Perform all other duties as assigned.

B. The Vice President of Membership Recruitment shall:

* Perform the duties of the president in her absence.
* Be in charge of all membership recruitment activities of the University of Louisiana at Lafayette Panhellenic Council.
* Call for and preside over recruitment chair and advisor meetings
* Following each recruitment period, the VPMR shall present a full report, including recommendations to Panhellenic
* Serve as chairman of the membership recruitment committee and direct all work related to membership recruitment.
	+ Reviewing and developing recruitment rules in conjunction with membership recruitment chairs and advisors
	+ Distributing copies of them when approved to the delegates of the member fraternities

C. The Vice President of Judiciary shall:

* Shall be familiar with the NPC Manual of Information and all governing documents of this association.
* Serve as Chairman of the Judiciary Committee.
* Serve as Chairman of the Constitution and Bylaws Committee-The Constitution and Bylaws Chairman shall be responsible for updating and improving the Constitution and Bylaws for the University of Louisiana at Lafayette Panhellenic Council each semester.
* Perform all other duties as assigned.
* Preform a recruitment workshop with each sorority dealing with bylaws and recruitment rules
1. The Vice President of Education shall:
* Organize recruitment and selection of Gamma Chi’s.
* Develop and lead the training of Gamma Chi’s.
* Report to Panhellenic updates about the recruitment team selection and training.
* Should have served as a Gamma Chi during a previous recruitment.
* Work with Vice President of Programming to establish fall programs.
* Create a post recruitment evaluation of the Gamma Chi program.
* Responsible for planning a fall Gamma Chi event.

E. The Vice President of Administration shall:

* Keep an up-to-date roll of the members of Panhellenic Council.
* Record minutes of all meetings of the University of Louisiana at Lafayette Panhellenic Council and the Executive Board.
* 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.
* Shall be familiar with the NPC Manual of Information and all governing documents of this association.
* Supervise the finances of the University of Louisiana at Lafayette Panhellenic Association.
* Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each University of Louisiana at Lafayette Panhellenic Association member fraternity.
* Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
* Pay promptly the annual NPC dues and all bills of the University of Louisiana at Lafayette Panhellenic Association.
* Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
* Be familiar with the NPC Manual of Information and all governing documents of this association.
* Perform all other duties assigned.

F. The Vice President of Programming shall:

* Serve as advisor to Junior Panhellenic Council.
* Develop at least one Education Opportunity for all sororities each semester.
* Plan at least one Panhellenic program each semester.
* Work with Vice President of Education to establish fall programs.
* Manage and facilitate the Panhellenic calendar each semester.
* Provide direction and leadership toward the development of strategic programming and promotes Panhellenic pride.

G. The Vice President of Public Relations shall:

* Responsible for all social media network including but not limited to UL Panhellenic Instagram, Twitter, Facebook and snapchat.
* Shall develop and maintain a positive reputation for the Panhellenic Council.
* Responsible for any advertising or promotion of events put on by any Panhellenic Council Committee or the Panhellenic Executive Board. Ensure awareness of all upcoming events for the Panhellenic Council.
* Shall highlight Panhellenic accomplishments each semester through various media outlets.
* Responsible for keeping the Panhellenic Council display case up to date, as well as updating the website.