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**2025 Executive Officer Application**

**Applications are due Friday, November 1st by 5:00 PM and must be typed and submitted to panhellenic@txstate.edu**

* Please email one reference form (can be found on Texas State Panhellenic website) from your chapter president upon turning in your application to panhellenic@txstate.edu by Friday, November 1st at 5:00 PM.
* On November 4that 5:00pm the Panhellenic Slate will be presented at the Panhellenic Council meeting.
  + Be prepared to give a speech (if challenged at the slate), no more than five minutes, as to why you are qualified and should be chosen for the position you are running for.
  + If this time doesn’t work with your class schedule the Panhellenic President, Madison Mendizabal, will read your speech for you.
* Once your application is completed and sent, Panhellenic President, Madison Mendizabal, will respond to you with an excel sheet for you to sign up for an interview time. There will be multiple half-hour interviews throughout the day on November 3rd. If this date absolutely does not work for you, please contact the Panhellenic President via email at panhellenic@txstate.edu to coordinate an interview time.

**Important Dates**

* + **November 1st – Application due at 5:00 PM**
  + **November 3rd – Interviews in LBJSC**
  + **November 4th – Panhellenic Council Meeting 5:00pm – Slate Presented**
  + **November 18th – Panhellenic Council Meeting 5:00pm - Voting takes Place**
  + **November 18th & 20th, December 2nd – Transition TBD – LBJSC**
  + **November 20th– Induction Ceremony following the Panhellenic Council Meeting**

**Requirements for being on the Panhellenic Council Executive Board**:

* + Minimum GPA of 2.5 from the previous semester or a Texas State cumulative GPA of 2.7.
  + Must be and remain in good standing with your chapter.
  + Panhellenic Executive Board Meetings are weekly and mandatory – meetings are held Wednesdays at 5:00pm. If slated, you must be available for Executive meetings for the rest of the fall semester.
  + Panhellenic Council meetings are biweekly and mandatory – meetings are held Mondays at 5:00pm.
* The council may choose to move the Executive Board meeting with the approval of the Panhellenic Advisor.
* Both meetings are mandatory for council members.
  + Four scheduled office hours per week.
  + Host roundtable meetings throughout the semester with the required chapter officers.
  + If selected, you will need to put these mandatory events on your calendar (subject to change):
    - FSL Awards Banquet November 21st
    - President/Council Retreat – January TBD
    - Fraternal Values Summit – March 1st
    - Formal Recruitment – Labor Day Weekend 2025
    - New Student Orientation/Cat Camp Sessions during Summer
    - All Council Sponsored Programming (misc. throughout term)
    - Misc. Community Programming (TBD throughout term)
* Open positions: President, Executive Vice President, VP External Recruitment, VP Internal Recruitment, VP Community Development, VP Finance & Administration, VP Service & Philanthropy, VP Public Relations, and VP Connection & Belonging.
* Being on the Panhellenic Executive Board prohibits you from participating in any and all Formal Recruitment events with your respective chapter.
* Should be “FSL-Community-Minded” and willing to work with all five of our Fraternity and Sorority Life councils.
* Be aware of Article VI: Panhellenic Executive Board
  + Article VI-A.b.i. There shall be no more than two Panhellenic Executive Board Members from the same fraternity.
  + Article VI-B.c. The Panhellenic Executive Board will try and have each chapter represented on the next board. However, the most qualified candidate will be slated.

Thank you for your interest, and we look forward to receiving your application.

If you have any questions, please contact:

Panhellenic President, Madison Mendizabal, wnk8@txstate.edu

**or**

FSL Panhellenic Advisor, Kate Hedstrom, hedstrom@txstate.edu



**2025 Executive Officer Application**

Please turn in by Friday, November 1stat 5:00 PM via email to panhellenic@txstate.edu

Name: ID#: A0

Telephone: TXST Email:

Chapter: New Member Class:

Major: Classification:

Anticipated Graduation Date: GPA:

**Rank the following positions 1 through 9. If you have any questions regarding each position’s job descriptions, please refer to the recently revised 2022 Texas State University Panhellenic Association Constitution and Bylaws on the Texas State Panhellenic website.**

President VP Finance & Administration

Executive Vice President VP Public Relations

VP Connection & Belonging VP Community Development

VP External Recruitment VP Service & Philanthropy

VP Internal Recruitment

Are you employed? (Yes) (No)

If yes, how many hours per week and how flexible is your working schedule?

In order for this application to be considered complete you must attach an essay stating which position you are applying for, why you are interested in it, previous leadership positions, qualifications for the positions, and ideas or goals you have for the position. Your essay must be 500 words minimum.

*I am willing to have my name submitted for the offices I have listed and understand the duties of each. I also authorize the Panhellenic Advisor to review my academic records for the purposes of verification of my scholastic average*.

\*By signing you acknowledge the applicant is in good standing with your Chapter and a good representation of the Panhellenic Community.

Applicant Signature: Date:

\*Chapter President Signature: Date:

\*Chapter Advisor Signature: Date:

**Personal Checklist:**

Reference Form from Chapter President

Typed and completed application (Emailed in by November 1st @ 5:00 PM)

Signature from Chapter President and Advisor

Typed and completed application essay