



The Texas State University - College Panhellenic Council Expectations

As a member of the College Panhellenic Council Executive Board, I expect you to live up to the expectations set forth by the Fraternity and Sorority Life Office, Texas State University, TXST Student Handbook, and the highest standards of professional behavior.

Here are expectations for your work in the College Panhellenic Council

Positions Roles and Responsibilities

- Understand your roles and responsibilities. Read through the Panhellenic governing documents and any necessary sections of NPC's Manual of Information.
- Know that your duties extended outside of what is listed on the position description. Positions evolve, and we are part of a team – be ready to help!
- **Panhellenic and FSL Events**
 - Your attendance is expected at every Panhellenic and FSL event no matter how small. If you are unable to attend, please communicate with me. All recruitment events are considered all hands-on deck, and your attendance is **required**.

Communication

- With Kayla: Email, Teams, Text, or phone call is fine. You can call/text me with something but if it is important or outside of office hours, please follow up via email.
 - Email: knf47@txstate.edu
 - Cell Phone Number: 682-774-8087
- If it is an emergency go head and call and/or text me. For example, if something seems suspicious at an event or someone is violating the bylaws.
- Official conversations need to be had over email or during a 1:1 (planning events, making big changes, etc.)
 - Please discuss something with me before you announce it to other officers or the entire community.
- Here is the contact information for Bob Dudolski, and Saul Perez, Associate Director and Coordinator for Fraternity & Sorority Life:
 - Bob Dudolski: r_d143@txstate.edu
 - Saul Perez: xgt32@txstate.edu
- About Events: Please make sure to send out information two-three weeks in advance to let chapters know about the event. EX: Programming events, Panhellenic Executive Board applications, etc.

Professionalism – Understand that you represent the College Panhellenic Council, Fraternity and Sorority Life Office, and TXST. Maintain confidentiality and privacy. Keep accurate records of things that you do throughout your term. (Transition document/binder)

- During Primary Recruitment, you will be expected to remain impartial and be a representative of the Panhellenic Community, not your chapter

Report – Have a report for meetings. (Let’s model the way for other Panhellenic Chapters during Panhellenic meetings. Also, do not mention something one and done. If it has not yet occurred yet, make sure to give out more details closer to the date of the event. Please have all reports done by 8am on Monday.

How to Work Effectively with Kayla

- **Communication:**
 - I want (and need) to know everything about what you are working on, so I can help when needed.
 - CC me on all emails – especially emails with outside parties/vendors/advisors. Important university officials would be beneficial as well.
 - If you have sent me an email asking me something and I haven’t responded in 48 Hours – follow up! (This holds me accountable)
- **1:1 Meetings:**
 - These are opportunities for us to update each other on the status of projects/tasks/etc.
 - Meetings will be at minimum on a bi-weekly basis and in person unless there are extenuating circumstances.
- **Ask Questions!**
 - When in doubt, ask! It is okay to ask for clarification. To me, there is no dumb question. We are going to run into things we do not know, and that is okay. However, we can work together to figure them out.
- **Office Hours**
 - These should be for 2 hours every week. This is a time for you to work on council related projects and make you accessible for me & chapter women to ask any question. Ideally these are held M-F between 8-5.
- **Exec & Delegate Meetings**
 - For 1 hour every week we will come together and ask any questions you may have to other officers or me. This is also a time for us to collaborate and make sure we are all on the same page.
 - For 1 hour every week we will meet with Chapter Delegates and share important updates!
 - Attendance at both is required in person. Please try and schedule classes around these meetings. If you cannot attend for whatever reason you need to let me know.

By signing this document, you understand each of the expectations given by the Coordinator of Fraternity and Sorority Life at Texas State University

Panhellenic Executive Board Member Signature

Coordinator for Fraternity & Sorority Life

Date