

**Greek Council Executive Board Application**

*Thank you for your interest in serving the Fraternity and Sorority Community at UCF by applying for Greek Council Executive Board! Over the past year, we’ve reassessed the purpose and direction of the council and have made significant changes to its structure and purpose, which will allow Greek Council to better serve and represent the fraternity and sorority community. Please review the application in its entirety to understand these changes and contact Sydney Jackson, Greek Council President, with any questions you may have.*

**Application Instructions**

Please submit application (see page 4) along with a resume, a letter of good standing from your chapter with the President and Chapter Advisor’s signature, and the answers to the following essay questions (on a separate page):

1. Why are you the best candidate for the position you have selected below? Please include how your skills, knowledge, and past leadership positions and experiences (in and out of Fraternity and Sorority Life) have prepared you for this role.
2. How has Fraternity and Sorority Life at UCF influenced you and how do you plan to use what you’ve learned to impact others?
3. What do you believe is the purpose of Greek Council and how can you enhance its current direction?
4. What is your vision for the Fraternity and Sorority Community at UCF and how will serving on Greek Council assist in bringing that vision to reality?
5. What goals do you have for the position(s) you are applying for and what are the desired outcomes of the goals stated?

Applications must be submitted via email to greekcouncil@ucf.edu (please note: advisors can send email of good standing to that email as well if unable to sign the required letter).

**Applications are due November 12, 2021**

**Qualifications and Application Terms**

* Member of a recognized fraternity and sorority at UCF.
* Enrolled student at UCF throughout the duration of the term.
* Minimum 2.75 cumulative GPA and satisfactory conduct standing with UCF.
* Remain a member in good standing of their respective chapter through the duration of the term.
* Must be willing to serve a full term, which runs from January 2022 to December 2022 (a total of one year).
* For Greek Council President, may not concurrently serve as Chapter or Council President at any point of the Greek Council term.
* All appointed officers must attend weekly Greek Council meetings and Greek Council sponsored events.
* Attend one-on-ones with Greek Council President/Executive Vice President and Advisors as directed.
* Fulfill the position description (see pages 2-3).

**Greek Council Executive Board Position Descriptions**

**President**

* Report to the Director of Fraternity and Sorority Life (OFSL) or designee.
* Meet weekly with the Director to discuss matters pertaining to Greek Council governance.
* Attend a monthly meeting with OFSL staff.
* Oversee and lead the activities of Greek Council.
* Preside over all meetings of the Greek Council, President’s Council, and All Presidents and Advisors Council using Robert’s Rules of Order.
* Be one of three signers on financial Greek Council documents.
* Set and create the strategic direction of Greek Council in collaboration with the Director of Fraternity and Sorority Life.
* Ensure all officers are performing their duties as defined in this document.
* Create and maintain relationships with UCF and Orlando community organizations, and vendors.
* Collaborate with the OFSL Director to determine Gamma account spending strategies.
* Create and disburse applications for Greek Council.
* Facilitate assessment process of all Greek Council-sponsored programs.
* Work on plans to expand the Fraternity and Sorority community in conjunction with the Director of OFSL.
* Serve on the Fraternity and Sorority Expansion Committee.
* Assign special projects to officers.
* Complete other duties as assigned.

**Executive Vice President**

* Assume the President’s duties in their absence.
* Set up and manage executive board meetings.
* Keep minutes and accurate records of all meetings.
* Maintain an accurate list of officers and their contact information.
* Perform a roll call of all members and maintain the attendance record.
* Review the Greek Council Bylaws and as necessary, with the assistance of the Greek Council Executive Board and Greek Council Advisor.
* Coordinate the development of a comprehensive fraternity and sorority community calendar, inclusive of weekly updates.
* Oversee the annual Greek Gala and work in collaboration with designated Office of Fraternity and Sorority Life staff members to coordinate the event.
* Ensure all officers are performing their duties as defined in this document by creating semester goals and a plan of action with each officer, providing ongoing feedback, and overseeing the accountability process for officers.
* Assist in special projects as assigned by the President.

**Vice President of Finance**

* Assume the Executive Vice President’s duties in their absence.
* Work with the Greek Council President and Director of Fraternity and Sorority Life to create an annual budget for Greek Council.
* Coordinate the annual dues collection process, track dues received, and conduct follow-up.
* Keep an accurate and detailed account of all Gamma dues received and expended.
* Be responsible for creating budget reports at the beginning of each Fall and Spring semester and as requested by the President and/or Director of Fraternity and Sorority Life.
* Incentivize events.
* Conduct a monthly meeting to reconcile the bank account with the Director of Fraternity and Sorority Life.
* Be a cardholder on all accounts and make sure balances are paid.
* Assist in special projects as assigned by the President.

**Director of Community Programming**

* Oversee and execute Trick or Treat on Greek Street (TOTOGS).
* Oversee and execute Greekend.
* Work with programming chairs from other councils to ensure participation in Greek Council events.
* Coordinate the Greek Street/Welcome Back Fair and oversee its planning committee.
* Oversee philanthropic and community service efforts for the fraternity and sorority community.
* Assist in special projects as assigned by the President.

**Director of Safety and Wellness Education**

* Oversee and coordinate all Greek Council risk reduction training, initiatives, and protocols.
* Remain informed on issues regarding health and safety related issues (including but not limited to alcohol and other drugs, safety, sexual assault awareness, mental health, and hazing) and their impact on the fraternity and sorority community and incorporate this knowledge into educational tools and initiatives.
* Oversee the committees and events for Hazing Prevention Week and Sexual Assault Prevention Month.
* Work with chapters to reduce fraternity and sorority student health issues and concerns.
* Liaison with UCF departments that focus on safety and wellness (such as but not limited to Green Dot, Victim Services, Student Health Services, University Police, Counseling and Psychological Services, and Wellness and Health Promotions).
* Know the health and safety resources UCF provides students and create resources to send to chapters to update them on current policies in place by UCF.
* Assist in special projects as assigned by the President.

**Director of Leadership and Academics**

* Create and disburse a scholarship for fraternity and sorority members.
* Collaborate with UCF community and Greek Council members on the coordination of monthly GreekCouncilEDU Programming.
* Assist the Office of Fraternity and Sorority Life in planning and executing the Emerging Leadership Conference.
* Host fraternity and sorority community wide study events and academic development programming.
* Create incentives for chapters and members who are excelling academically.
* Develop programming that assists fraternity and sorority members in attaining skills in career readiness, leadership development, and values-based action.
* Work with the Director of Public Relations to promote high academic standards.
* Keep councils informed of special programs and scholastic opportunities available at UCF.
* Coordinate the members that will attend the Association of Fraternal Leadership & Values Conference (AFLV) as well as any other leadership development conferences.
* Request funding from SGA for conferences as needed.
* Assist in special projects as assigned by the President.



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***Applications are due November 12, 2021***

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| --- | --- |
| **Name** |  |
| **PID** |  |
| **UCF Email Address** |  |
| **Phone Number** |  |
| **Class Standing (place an X next to the correct standing)** | Freshman: | Sophomore: | Junior: | Senior: |
| **Fraternity/Sorority**  |  |
| **Semester and Year Joined** |  |
| **Expected Graduation Date** |  |
| **UCF GPA** |  |
| **Overall GPA** |  |

**Please place an X below next to the position(s) you are applying for:**

|  |  |
| --- | --- |
| **President**  |  |
| **Executive Vice President**  |  |
| **Vice President of Finance** |  |
| **Director of Community Programming** |  |
| **Director of Safety and Wellness** |  |
| **Director of Leadership and Academics**  |  |

 **Statement of Understanding**

If selected, I promise to uphold the duties of this position and accept all responsibilities and obligations of the role. Additionally, I understand the demands of this important leadership position and pledge to do my best to represent the UCF fraternity and sorority community positively.

**FERPA Waiver**

I, ***(insert your full name)***, hereby authorize and consent to the release of my records, which shall include my GPA, major, confirmation of enrollment, contact information, and conduct status to the University of Central Florida Office of Fraternity and Sorority Life staff for the purpose of verifying my eligibility for the Greek Council Executive Board.

Signature Date