

# Anchored in Panhellenic

vp: Panhellenic handbook



**Revised April 2021**



**“The opportunity for wide and wise human service,  
through mutual respect and helpfulness,  
is the tenet by which we strive to live.”**

closing line of The Panhellenic Creed



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# The National Panhellenic Conference

## History & Purpose

NPC was established in 1902 to assist collegiate and alumnae chapters of the NPC member organizations in cooperating with colleges and universities and to foster interfraternal relationships. A detailed history is located on the NPC website: [www.npcwomen.org](http://www.npcwomen.org), but here are some highlights:

- Delta Gamma is one of seven founding members of NPC.
- After 1912, the makeup of NPC remained nearly constant until a surge of activity in 1947. That year, 11 organizations, including the six members of the Association of Education Sororities were granted associate status. All became full members in 1951.
- In 1915, the Panhellenic Creed was adopted.
- NPC is now comprised of 26 women's fraternities and sororities.

## NPC Mission Statement

The National Panhellenic Conference is the premier advocacy and support organization for the advancement of the sorority experience.

## NPC Values

We are committed to relationships built on trust through transparency, accountability and mutual respect. Innovation and our core values of friendship, leadership, service, knowledge, integrity and community guide us in fulfilling our mission.

## Manual of Information (MOI)

You may download the current edition of the MOI on the Delta Gamma website library. There are three primary resources in the MOI: Unanimous Agreements, policies and best practices.

The MOI also contains:

- General NPC information
- History of all member organizations

- Model bylaws
- Judicial procedures
- Membership recruitment procedures
- College Panhellenic programs
- Extension procedures
- Resource information

## Unanimous Agreements

- Since 1902, the member groups of NPC have unanimously agreed to pursue certain procedures and ethics, which lead to orderly and ethical conduct. Additionally, each Inter/National President signs the Unanimous Agreements indicating that every alumna and collegiate member will abide by and honor the Unanimous Agreements. These agreements must be incorporated into College and Alumnae Panhellenic procedures and are binding upon all chapters of the 26 NPC member groups.
- A full list of Unanimous Agreements can be found in the Manual of Information.
- These are the non-negotiable items, so check them out to be sure your campus is in compliance.
- If you find that your Panhellenic is not in compliance, **contact your Panhellenic Support Specialist immediately.**
- The Boersma Library includes a [Manual of Information Top Ten document](#), a quick tips sheet to help you understand the most important elements of the MOI.

## How NPC is Organized

- Each of the 26 member organizations has a “Delegate”, a voting member who acts on behalf of her member organization.
- Each of the 26 member organizations also has a Chief Panhellenic Officer (CPO), who acts as the liaison between the Fraternity and other NPC groups. *Delta Gamma’s CPO is also referred to as the Panhellenic Operations Chairman.*
- Each member organization has one vote within NPC.
- The NPC body meets annually to conduct business.
- The NPC staff is responsible for day-to-day management of the Corporation and works alongside the member organizations.

## The “Go Greek” Message

- The Sorority Life.com (<http://www.thesororitylife.com/>). Be sure to add this link to your chapter’s website. It is supported by NPC and is a great resource for potential new members who are considering sorority membership.
- Encourage the Panhellenic Council and/or the Fraternity/Sorority adviser to order “Go Greek” items to distribute to the fraternity/sorority community. It is in the best interest of ALL fraternity/sorority members to promote membership in general.
- Encourage chapter members to get involved in student leadership opportunities on campus. By immersing yourself in the campus community, the opportunity exists to promote fraternity/sorority membership to other student leaders. To be the best, we must recruit the best! Also, by serving in roles during new student orientation or in ambassador organizations, members have the opportunity to market the fraternity/sorority life message, while serving as a positive role model for Delta Gamma.

# Your Role as vp: Panhellenic

## Officer Duties and Responsibilities

- Refer to the Collegiate Chapter Officer Manual (CCOM) regarding additional general officer duties.
- Act as the “voice” for her Delta Gamma chapter on all Panhellenic matters. This means sharing what is discussed at Panhellenic meetings with your chapter and in turn bringing forward questions from your chapter. You should be an active participant in any Panhellenic discussions.
- Cast all official votes for Panhellenic matters (including recruitment-related voting situations) on behalf of the chapter.
- Maintain a copy of Panhellenic bylaws and standing rules and recruitment rules and the current NPC Manual of Information.
- Ensure that all Panhellenic information (Panhellenic Directory, Panhellenic meeting minutes, etc.) is completed in Anchorbase.
- Inform your Panhellenic Support Specialist when a Delta Gamma is elected president of the College Panhellenic and report in Anchorbase.
- Discuss Panhellenic issues with chapter members and report their consensus to the College Panhellenic.
- Fully support the decisions voted on in Panhellenic meetings (regardless of whether the vote went the way your chapter voted).
- Collaborate and cooperate with other chapter delegates in making decisions that are best for the entire Panhellenic community.
- Keep other chapter officers/advisers informed about Panhellenic matters (don't let your report get put off to the next week).
- If Panhellenic officer positions rotate, be informed about when it will be Delta Gamma's turn to fill a rotating position. Prepare in advance.
- Remember that you and the chapter president are advocates for your chapter within the Greek community – vp: Panhellenic is the only voting delegate for the chapter and must be a strong representative. Be on time and present at all meetings and be a fully participating member of your Panhellenic Council.
- Identify campus trends (fraternity/sorority-related or otherwise) that might have an impact on fraternity/sorority life at your institution and communicate that information with your Panhellenic Support Specialist.
- Ensure that Delta Gamma information in all Panhellenic recruitment materials is accurate.
- Supervise and work cooperatively with the alternate Panhellenic delegate and director: interfraternal activities (if applicable). Invite her

to attend Panhellenic meetings regularly.

- Ensure that the alternate Panhellenic delegate (if applicable) serves on a Panhellenic committee.
- Make immediate contact with your Panhellenic Support Specialist in the following situations *before* any votes are taken or decisions are made:
  - When any major changes are taking place within the Panhellenic community or when the university is changing the way the Panhellenic operates.
  - When the university asks the chapter to sign an agreement regarding the relationship between the university and a chapter. Our Fraternity President and legal counsel need to review any relationship agreements.
  - When Panhellenic proposes any changes to bylaws or other non-recruitment related governing documents.
  - When a non-recruitment related infraction has been filed against the chapter before the matter goes to mediation or a judicial hearing.
  - When the chapter plans to file a non-recruitment related infraction against another chapter.
  - Changes in Recruitment dates (also enter them into your Anchorbase calendar).
  - Changes in Panhellenic Total outside of automatic adjustments.
  - When Panhellenic is considering extension (bringing a new chapter to campus).
  - When a chapter is about to close.
  - When your Panhellenic proposes any changes to your recruitment rules including changes to time of recruitment (from spring to fall) or a change in recruitment style/format (from formal to partially structured or other style).
  - When a recruitment infraction has been filed against the chapter before the matter goes to mediation or a judicial hearing.
  - When the chapter plans to file a recruitment infraction against another chapter.



## vp: Panhellenic Officer Checklist

To assist with managing responsibilities, please refer to the following checklist:

### Immediately Following Your Election as vp: Panhellenic

- Complete officer transition with outgoing vp: Panhellenic
- Review your responsibilities in the [Collegiate Chapter Officer Manual \(CCOM\)](#)
- Read the current [NPC Manual of Information \(MOI\)](#) and be familiar with its contents.
- Read and be familiar with other resources for the vp: Panhellenic available through the website library, including the [Quick Guide for vp: Panhellenic](#).
- Stop by and introduce yourself to the FSA.
- Familiarize yourself with the [NPC website](#) and review the available resources.

### Weekly/Biweekly

- Attend CMT, Joint CMT, and campus Panhellenic Meetings.
- Act as the “voice” for your Delta Gamma chapter on Panhellenic matters, be actively involved in College Panhellenic (CPH) discussions and cast all official votes for Panhellenic matters for your chapter. Make sure to contact your PSS before casting any votes on behalf of your chapter.
- Share a high-level update to the chapter about Panhellenic meetings/conversations. Make sure to share/discuss CPH issues with the chapter and report their consensus to the CPH.
- Educate your chapter on the purpose and meaning of the Manual of Information and Unanimous Agreements
- Post your Panhellenic Meeting minutes in Anchorbase AND email them to your Panhellenic Support Specialist (PSS).

### Monthly/Semesterly

- Meet with the FSA once a semester to develop a positive relationship with DG.
- Meet with Panhellenic officers from other groups on campus to develop a positive relationship across the community.
- Complete the Monthly Panhellenic Report in Anchorbase

## **Annually**

- When the CPH reviews their bylaws and recruitment rules, which should be done annually, compare them to the NPC bylaws and recruitment rules templates that can be found in the website library. Email the above documents in a timely fashion for your PSS to review prior to any vote being taken.
- Complete the Panhellenic Update task in Anchorbase
- Complete the Panhellenic Total Statistics Task 7 days after total is reset during a term.
- Plan a meeting for any Fraternity visitors (e.g. CDC) with the FSA while they are visiting.

## **Throughout Your Term**

- Uphold and educate chapter on DG and NPC policies-try introducing them to the Panhellenic Creed and coat of arms, Manual of Information and Unanimous Agreements.
- Work with the vp: member education to incorporate Panhellenic awareness and education into the new member education programs.
- Assist in planning and coordinating all interfraternal activities relating to the chapter: fraternity/sorority community events, Parents Day/Weekend events, etc. or supervise the director of interfraternal activities carrying out these responsibilities.
- Encourage chapter to participate in events hosted by other Greek organizations.
- Consider planning a Delta Gamma event which partners with another sorority/sororities (dinner, service project, educational program).
- Let your PSS know, in a timely fashion, of any infraction filed against your chapter. Please consult your PSS before filing an infraction against another chapter.
- Convey the importance of your role to chapter members - as the only voting delegate and most visible leader within the community, you have an important responsibility to your chapter.
- Find out if there is an Alumnae Panhellenic in your area. If so, watch for opportunities for your College Panhellenic to interact with them. If there is a DG serving as an officer, connect with her.
- Promote Panhellenic spirit at every opportunity!

## **Prior to Panhellenic Elections**

- Encourage your chapter members to run for a Panhellenic Executive Board position or to apply for a committee position on the CPH. If the Executive

Board positions rotate, plan ahead for the positions that Delta Gamma will rotate into! It is important to provide the CPH with well-qualified leadership, ensuring the health and growth of the sorority community on your campus. DG should be a part of that leadership!

### **Prior to Recruitment**

- Encourage chapter members to apply to be a Recruitment Counselor. The fraternity and sorority community needs fabulous women to guide potential new members through the process of recruitment. It is often talked about as one of the best experiences a Greek woman has in her college years.
- Educate the chapter on the CPH recruitment rules or request a training from your CPH Executive Board.

### **When you need to reach out to your PSS:**

- Any time you are being asked to vote on behalf of your chapter for College Panhellenic rules/policies, including but not limited to:
  - Bylaws and standing rules
  - Recruitment rules
  - Code of Ethics
  - Opening for extension (bringing a new chapter to campus or re-opening a closed chapter)
  - Change in time of recruitment (i.e. from fall to spring semester), in style of recruitment (from formal to partially structured, etc.), or in format of recruitment (a change in the number of chapters a PNM can attend in a given round)
  - Social event policies
  - Risk management policies
- If the chapter is asked to sign a University Relationship Document, defining the relationship between the university and your chapter/fraternity and sorority community. This needs to be reviewed by Fraternity President and legal counsel.
- Adjustment to Total, outside of automatic adjustments. If Total is adjusted automatically, please communicate the new Total to your PSS as soon as possible.
- A sorority on campus is closing/leaving campus.
- Your chapter is discussing filing an infraction of any kind against another chapter. During recruitment, your vp: membership may need to file an infraction, so make sure she has the contact information for your PSS.

- If you have any questions about how Delta Gamma should be voting on a Panhellenic issue/program, contact your PSS.

## Frequently Asked Questions from vps: Panhellenic

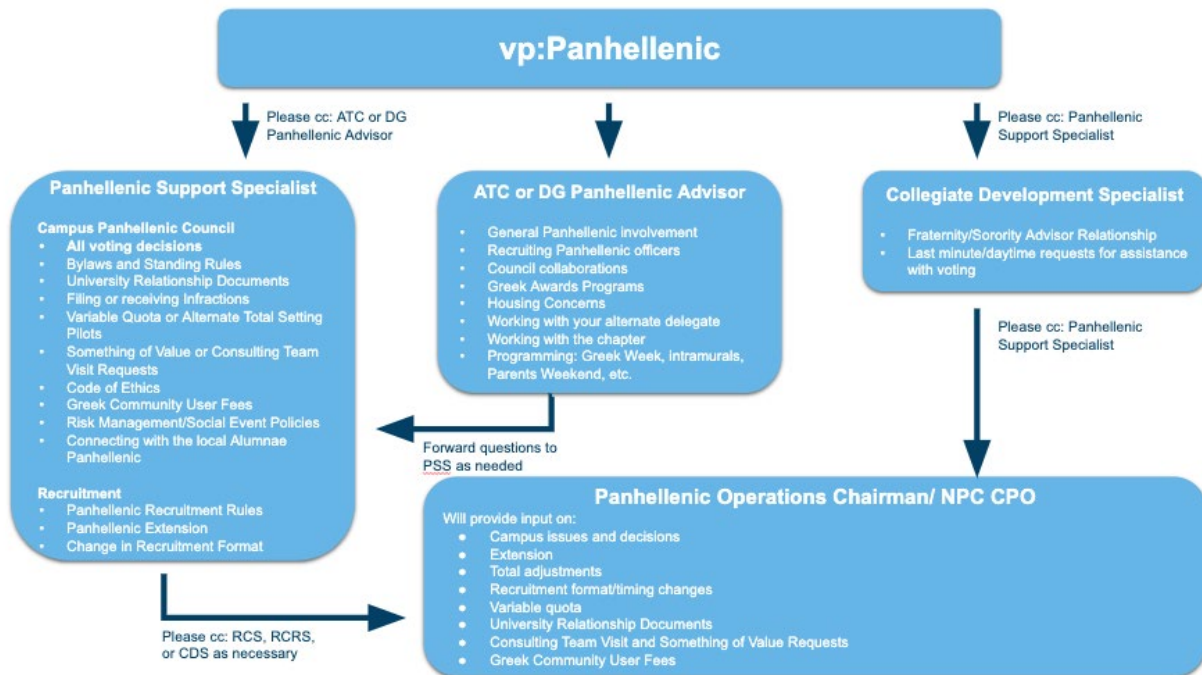
Here is a brief list frequently asked questions regarding the vp: Panhellenic role and some strategies on handling them:

- **How do I understand the basics of Panhellenic?**
  - Be familiar with responsibilities of your office (CCOM)
  - Be familiar with Panhellenic resources on the NPC website (npcwomen.org) and the Barbara Boersma library (deltagamma.org)
  - Ask questions! Your adviser and your PSS want to help you!
  - Download and read the NPC Manual of Information (MOI) - for a quick overview - check out the MOI Top Ten in the Barbara Boersma library.
  - Request all pertinent documents from your College Panhellenic (bylaws, Code of Ethics, recruitment rules, awards programs, etc.)
- **How do I communicate Panhellenic information to the chapter?**
  - Keep it brief...not too many requests at the same time
  - Highlight the most important information
  - Make Panhellenic/NPC education a regular part of your weekly update
- **How do I get to know my FSA/Panhellenic Advisor?**
  - Introduce yourself as soon as possible when you become an officer
  - Meet when possible as both of your schedules allow
  - Share chapter progress and successes
- **How do I best work with my Panhellenic Executive Officers?**
  - They advocate for YOU – the voting delegate
  - Reach out to them with questions and concerns
  - Share chapter progress and successes
  - Be present and active in meetings
  - Share ideas for fun and productive Panhellenic meetings
- **How do I exercise my voting rights at Panhellenic meetings?**
  - Feel free to bring business before the Council
  - Ask the chapter for their issues/concerns
  - Ask questions...don't just vote yes!
  - Question what you are asked to sign on behalf of the chapter
- **How do I raise an issue at Panhellenic meetings?**
  - Be informed before the meeting on what is being discussed
  - Know how the chapter feels about the issue
  - Contact the CPH President prior to the meeting that you want to bring an issue to the Council
  - Understand the “why” behind the concern
- **How can I be an informed Panhellenic voter?**
  - Be familiar with Panhellenic documents
  - Review parliamentary procedure

- YOU are the voting delegate...not the Executive Officers, the FSA, the chapter presidents, or chapter recruitment chairs
- You can ask for clarification, further information or tabling of all votes
- You can make amendments to votes
- Talk to your PSS before you vote - she can help to walk you through the process
- **How do I encourage chapter members to become involved in Panhellenic?**
  - Share Panhellenic opportunities for involvement
  - Ask for volunteers for Panhellenic committees/task forces
  - Evaluate chapter members as to their interest in Panhellenic service
  - Approach members who you think would be great in Panhellenic and tell them!
  - Be a positive role model for involvement
  - Ask to educate the new member class about Panhellenic
  - Encourage your Alternate Panhellenic Delegate to consider running for your role
- **How can I help DG be a good fraternity & sorority community member?**
  - Remind your chapter about the tenets of the Code of Ethics
  - Review the Panhellenic Creed and excerpts of the MOI and Unanimous Agreements with the chapter
  - Plan fun activities with your community partners
  - Get to know the other delegates in the Panhellenic Community
  - Invite others to chapter activities when appropriate
  - Plan "shout outs"/recognition of other chapters at Panhellenic meetings
  - Recognize all chapters' Founders Days
  - Write notes of congratulations to other chapters when appropriate
- **How can I address Panhellenic issues brought up by my chapter?**
  - Don't assume the information is correct
  - Gather facts and additional information
  - Determine who to speak with about the issue
    - FSA can be a resource
    - Talk with your PSS, DG adviser, or other Panhellenic resources
  - Be fair and unbiased
- **How can I help my campus during extension?**
  - Be positive about the new chapter
  - Be welcoming and inclusive
  - Reach out to partner with the new chapter if possible
  - Recommend possible PNMs to them
- **How can I become better informed about Panhellenic?**
  - Read...read...read
  - Ask questions
  - Reach out to your DG Panhellenic Support Specialist...they love to help!
  - Attend Regional Training Days, regional fraternity/sorority conferences, or other leadership opportunities as available
- **Who are my DG Panhellenic resources?**
  - Your DG Panhellenic adviser, if you have one
  - Your Panhellenic Support Specialist

- The Director: Panhellenic Development
- Your Collegiate Development Specialist (CDS) at Executive Offices
- DG's Panhellenic Operations Chairman/ NPC CPO

## Panhellenic Communication Flowchart



# Tips for vp: Panhellenic

## **Building and Sustaining Panhellenic Relations**

Delta Gamma is one member of a larger organization and community on your campus. Working with your fellow chapters is an opportunity to do amazing things.

Here are some ideas on how to work with other Panhellenic chapters:

- Send congratulatory notes to other chapters (Initiation, Founders Day, awards received, new member classes, etc.).
- Invite another chapter to an educational event you are planning.
- Host a Panhellenic PJ night, by inviting other Panhellenic delegates and Panhellenic officer for TV/movie and snacks. Other ideas include: meeting for coffee, attending and sitting together at a university program, meet on campus for lunch, etc.
- Have a “banner committee” to make a sign for other organizations before/during their major events.
- Invite the Panhellenic officers and chapter delegates for coffee or lunch.
- Host an informal gathering for the sorority house directors or sorority advisers on your campus.
- At appropriate times, chapters can share open rituals with one another (e.g., By the Light of Delta Gamma), by conducting the open ritual for other delegates or chapter representatives.
- Encourage the chapter to support Panhellenic functions and to plan programs that include other women’s fraternities.
- Be sure that all t-shirt, social media, and other PR themes are in good spirit of Panhellenic and free of any pretentious tones or attitudes.
- Talk up DG, but never talk down another sorority. It may seem in good fun, but ultimately, it will not help sustain Panhellenic relations.

## **Working With Your Fraternity/Sorority Advisor**

Your campus Fraternity/Sorority advisor is an excellent resource for your chapter. Building and maintaining a positive relationship with them can be very beneficial for your chapter.

- Schedule a meeting with your Panhellenic advisor. Formally introduce yourself and get their opinion on what your chapter can do to assist in the mission of Panhellenic for the semester/year.
- Send personal notes/cards for special occasions (birthday, holiday, end of recruitment, etc.)
- Arrange a personal introduction of your chapter adviser and recruitment adviser when new advisers are working with the chapter.
- Ask your Fraternity/Sorority advisor to help you educate your chapter about Panhellenic.
- Be sure the Fraternity/Sorority advisor has the opportunity to meet any Fraternity visitors if possible (CDCs, regional officers, etc.).
- Inform your Fraternity/Sorority advisor of any chapter awards received by Delta Gamma (Convention, regional awards, etc.).

- Inform your Fraternity/Sorority advisor if you have a member selected to serve as a Collegiate Development Consultant.
- Invite the Fraternity/Sorority advisor to be a judge at Anchor Splash/Slam/Games or other chapter events.
- If chapter members need to request a letter of recommendation from the Fraternity/Sorority advisor, be sure to provide ample notice.
- Be sure all requested reporting by your chapter is on time.
- Seek information regarding student employee positions within the fraternity/sorority life office or department. Great connections can be made by having a member work in the office.

### **Working with Your Panhellenic Council**

- Be an active member of your Panhellenic Council by participating in discussions, accepting volunteer initiatives, making recommendations, etc. Don't just show up and leave each week.
- Suggest a Panhellenic calendar or online database of Panhellenic events, which would include all major sorority events. This helps when planning your chapter's participation in other sorority activities.
- Encourage your Panhellenic Council to organize "Sister Sororities." All chapters can be paired up and then expected to have at least one "Sister Sorority" activity or event that semester. This encourages chapters to engage outside of a competitive environment.
- Take turns with other delegates in presenting fun information about each sorority during a Panhellenic meeting.
- Encourage Panhellenic to limit functions requiring all members of individual groups to participate.
- Encourage your Panhellenic to design an all-Panhellenic shirt that chapters can purchase. Use all chapter symbols and/or letters to promote unity. This is great to combine with the "Go Greek" theme for members to wear over the summer to promote recruitment.
- Be sure that in all voting matters, the chapter delegates are casting the votes. The Panhellenic Council officers are not the voting delegates. All voting situations should be presented for *your* vote. It is always best if you are given a week to gather chapter feedback before casting a vote.

### **Working with Your Own Chapter**

- Remember, "It's not what you say, but how you say it." When making your report to the chapter following each Panhellenic meeting, you are very much responsible for how your chapter receives the information. Make your report lively, show enthusiasm, and be educational.
- Have a "Panhellenic Board" in your chapter house or meeting space. This wipe-off or bulletin board could have all other fraternity/sorority life events posted with dates/times. The "Panhellenic Board" can also be virtual on your Facebook page, in new member class groups, or chapter management apps.
- Provide weekly "tidbits" of interesting info about the College Panhellenic



and NPC to chapter members during your officer report (can also put info on a small card for members to keep, posted on social media, put in your weekly newsletters, fastened to bathroom stall doors in the house...be creative!)

- Provide weekly education around the Manual of Information and Unanimous Agreements to help the chapter understand their purpose
- Be sure that members understand the delegate voting process on all Panhellenic rules and policies. Help the chapter avoid blaming "Panhellenic." It is important that Delta Gamma supports the results of any Panhellenic vote, regardless of the way in which your vote is cast.
- Utilize small groups for participation, such as your DG Dialogues groups, or develop another way to distribute the chapter's participation in other fraternity/sorority events, so the same people are not attending everything.
- Get creative with recognition. Be sure to consistently recognize those chapter members who are supportive of other fraternity/sorority organizations.
- Have members report briefly on their experience when attending an event hosted by another fraternity/sorority organization.
- Educate your chapter on College Panhellenic rules and recruitment rules.
- Work collaboratively with the vice president: member education to incorporate Panhellenic awareness and education into the member/new member education programs.
- Work collaboratively with the vice president: programming to strengthen Panhellenic relations by incorporating chapter functions and activities with other sororities.

### **Cross-Council Collaborations**

Yes, there is more to a fraternity/sorority community than just Panhellenic! Members' fraternity/sorority experience can be deepened by having a better knowledge, understanding and appreciation of other fraternity/sorority councils, such as the National Pan-Hellenic Council (NPHC), National Multicultural Greek Council (NMGC), National Association of Latino Fraternal Organizations (NALFO), and National Asian Pacific Islander Desi American Panhellenic Association (NAPA).

- Visit with your Panhellenic President about having a council liaison. The liaison could be one of your current Panhellenic officers or an appointed position. The primary purpose would be to attend all or periodic meetings of the other fraternity/sorority councils on your campus. Ultimately, by reporting their initiatives back to Panhellenic and vice versa, a better understanding of each other will occur.
- Invite chapters in your other fraternity/sorority councils to participate in Anchor Splash/Slam/Games, mixers, educational programs, Homecoming, Greek Week, etc.
- The culturally-based fraternities and sororities have some different terminology than that of Panhellenic and IFC organizations. Ask to attend a meeting or event of your local National Pan-Hellenic Council (NPHC), National Multicultural Greek Council (NMGC), National Association of Latino Fraternal Organizations (NALFO), National Asian Pacific Islander Desi

American Panhellenic Association (NAPA) or other culturally-based Council to start to learn the terminology and share it with your Panhellenic Council or your chapter. You can also research these national councils and organizations via their national websites.

- Culturally-based fraternities and sororities also pride themselves on their community service and civic engagement. Engaging in hands-on service is a great opportunity for cross-council collaborations.
- Attend an event or educational program offered by another fraternity or sorority. Once you show your support, they will be more likely to participate in your activities. Pay special attention to their founding dates, visibility weeks, new member presentation events (“probates”), programs you can attend, etc.
- If you have a house visible on campus, offer to promote prominent events with a banner on your house for those chapters who do not have a house.
- Attend a Council meeting of your other councils. This shows both support and interest and serves as a great springboard for relationship building.

### **Seeking and Promoting Panhellenic Leadership Positions**

- Announce to the chapter, well in advance, the timeline for Panhellenic elections so they have plenty of time to explore their options and consider running for a position.
- If chapter members are interested in a Panhellenic executive position, but have not served as a chapter delegate, encourage them to attend Panhellenic Council meetings periodically. It is important that their commitment and interest be recognized by the Fraternity/Sorority advisor and the current officers. This will be advantageous when officer selections are being made.
- If your Panhellenic Council officer/recruitment counselor elections require an interview, be sure to be dressed in professional, interview-appropriate attire and have prepared questions that you can ask of the interviewing body. Also, be sure not to wear chapter letters, as you are being evaluated on your ability to be unbiased.
- Schedule a meeting with the Fraternity/Sorority advisor prior to the selection process. Ask them to discuss what they would like to see for the next year for any positions in which you may be interested. This can be helpful in the interview process, should there be one.
- Members seeking to become recruitment counselors should represent the chapter well and consistently follow all recruitment guidelines.
- Meet with the outgoing officer of the position you are interested in running for. Ask her questions about her responsibilities, accomplishments, and where she sees the community continuing to grow.
- Support members’ desires to get involved in Panhellenic. Delta Gamma’s representation outside of the chapter is equally, if not sometimes more, significant than how they interact inside the

chapter. Chapters should never suggest that a member shouldn't seek a Panhellenic position.

### **Transition Ideas**

- Attend at least one Panhellenic meeting with your new delegate.
- Introduce her to the College Panhellenic and to the incoming Panhellenic officers.
- Take the new delegate with you to meet with the Fraternity/Sorority advisor and other administrators as is appropriate on your campus.
- Offer to host a transition meeting/get together with the outgoing and incoming delegates from each chapter in Panhellenic (coffee or themed refreshments appropriate to the time of year that transition happens on your campus).
- Inform the new officer of all Panhellenic Council meeting times and locations. Attend another council meeting with your new officer to provide a level of comfort.
- Provide the incoming delegate with past meeting minutes and review key themes/highlights together.
- Be sure to pass along this Resource Guide.

# Resources

## Delta Gamma library:

- [CMT Quick Guide for vp: Panhellenic](#)
- [JCMT Quick Guide for alternate Panhellenic delegate](#)
- [NPC Manual of Information \(MOI\)](#)
- [MOI Top Ten](#)
- [Collegiate Chapter Officers Manual \(CCOM\)](#)

NPC website: [www.npcwomen.org](http://www.npcwomen.org)