



# PRESIDENT

## ELLEN ANDREWS

### CONTACT

tcupanhellpres@gmail.com

### RESPONSIBILITIES

- Is the overseer of all Panhellenic operations;
- Is primarily responsible to the Panhellenic Executive Council to see that all duties are carried out efficiently and effectively;
- Calls and presides at all Panhellenic Executive Council meetings, and all Panhellenic Association meetings;
- Works in conjunction with the IFC, NPHC, IGC, and MGC Presidents;
- Plans and is in charge of officer transition and training and any special committees or task forces which may arise;
- Is responsible for communication with the University Administration, the National Panhellenic Conference and regional Panhellenic;
- Meets regularly with the Chapter Presidents;
- Is the official spokesperson for Panhellenic in all matters;
- Is responsible for any awards applications on behalf of Panhellenic Executive Council;
- Attend Panhellenic hosted events;
- Is a member of the Recruitment team.

### KEY CHARACTERISTICS

- Relational
- Supportive
- Observant
- Organized
- Flexible
- Committed to being educated on all councils
- Able to eloquently speak about Panhellenic
- Lots of time to give

### WHAT DO YOU WISH YOU HAD KNOWN BEFORE BEGINNING YOUR TERM AS PRESIDENT?

Being the Panhellenic President is less about checking boxes and getting specific things done, and more about building relationships and being an effective leader.

### I SPEND MOST OF MY TIME:

Helping other women on the board be successful in the tasks they are completing

### WHEN IS YOUR BUSIEST SEASON?

Consistent throughout the year. Exec can be a large time commitment, but the lessons learned and relationships made make it worth it.

### THE THINGS THAT MOST CONTRIBUTE TO MY SUCCESS ARE:

My people skills!

### OVERALL ADVICE ABOUT MY POSITION:

This position is what you make of it. It's a great fit for someone who has big vision and a lot of ideas for the Panhellenic community because she will have the resources to make a lot of that happen.



# VP OF MANAGEMENT HAYDEN MAHANEY

## CONTACT

tcupanhellvpm@gmail.com

## RESPONSIBILITIES

- Shall preside over the Panhellenic Council in the absence of the President;
- Acts as Parliamentarian during meetings;
- Coordinates all issues relating to the bylaws of the Panhellenic Association;
- Oversees infraction and mediation processes for violations to the TCU Panhellenic Bylaws, NPC Unanimous Agreements, NPC Code of Ethics;
- Promotes risk management and wellness within the Panhellenic Association;
- Serves as chairwoman of the Panhellenic Standards Board;
- Facilitates and organizes all aspects of the election process;
- Meets regularly with the Panhellenic Delegates;
- Coordinates Panhellenic attendance at a designated fraternal leadership conference;
- Attends Panhellenic hosted events;
- Is a member of the Recruitment team;
- Acts as Chair of the Judicial Board

## KEY CHARACTERISTICS

- Organized
- Logical
- Attention to detail
- Educated on Bylaws
- Level-headed
- Proactive
- Unbiased
- Balanced
- Flexible & Adaptable
- Developer

## WHAT DO YOU WISH YOU HAD KNOWN BEFORE BEGINNING YOUR TERM AS VPM?

VPM was a position I hadn't really considered when applying, so I wish I had known basically anything! Most importantly though, I would have liked to have known how deep and wide the position goes. I've had to work with every single Exec member for some project or another, and I've also spent a lot of time developing projects of my own. It is something that I really like about my position; I just didn't know that's what it would be like!

## OVERALL ADVICE ABOUT MY POSITION:

This position can honestly be whatever you want it to be. You can put in as much or as little effort into so many different areas in the Panhellenic world. I think I struggled with reigning in the many big ideas I had to really focus on a few things that I could spend a lot of time developing and perfecting. You really have the potential to influence a lot of different areas, and I really enjoyed that aspect of my position.

## THE THINGS THAT MOST CONTRIBUTE TO MY SUCCESS ARE:

- Willingness to serve other Exec members any way I can
- Listening to my constituents and brainstorming ways to improve their experiences
- The ability to remain diplomatic and unbiased when handling difficult situations with chapters that pushed me out of my comfort zone
- The desire to better the Panhellenic community!!

## WHEN IS YOUR BUSIEST SEASON?

My busiest season is definitely in the fall. Right after Recruitment I began scheduling and holding mediations, planning elections, and planning the New Member Symposium. It's very busy but very manageable in the long run.

## I SPEND MOST OF MY TIME:

Working on random projects. My position is really defined by the variety of things that I have to do. I don't spend all of my time on one thing, but instead, I will work very intensely on one thing for a short period of time and then move on to the next thing.



# VP OF RECRUITMENT OPERATIONS

**ANNIE DIEHL**

## CONTACT

tcupanhellvpro@gmail.com

## RESPONSIBILITIES

- Coordinates all aspects of Primary Panhellenic Recruitment
- Plans all recruitment schedules, working with chapter Recruitment Chairmen, Recruitment Advisors, various University departments, and shall represent the Panhellenic Association during the summer orientation sessions;
- Coordinates and reviews all National Panhellenic Unanimous Agreements regarding Membership Recruitment Rules;
- Oversees the Panhellenic recruitment team to coordinate successfully all Primary Recruitment activities;
- Coordinates all aspects of Continuous Open Bidding (COB);
- Attends Panhellenic hosted events;
- Must have served as a Panhellenic Rho Gamma, a member of the Panhellenic Recruitment team, or a member of her chapter's Recruitment Team;
- Must reside in Fort Worth during the summer.

## KEY CHARACTERISTICS

- Relational!!
- Light-hearted & thick-skinned
- Open & approachable
- Organized
- Extremely unbiased & diplomatic
- Able to balance being personable with holding chapters accountable

## WHAT DO YOU WISH YOU HAD KNOWN BEFORE BEGINNING YOUR TERM AS VP RO?

I wish that I would've known the emotional toll that this position would take on me. This position requires one to be mentally strong and secure in her identity. When times get tense, it's important to remember that some of the emotionally charged statements, actions, etc. you may receive are not directed toward you. A majority of times this anger or frustration comes as a result of the situation at hand.

## I SPEND MOST OF MY TIME:

Corresponding with representatives (advisors, recruitment chairs, etc.) from each chapter. It's important to make yourself available for questions, clarity, etc. I've found that it helps best not to become flustered with repeating yourself but to view these as opportunities to be respectful and build relationships.

## THE THINGS THAT MOST CONTRIBUTE TO MY SUCCESS ARE:

Attention to detail. The more organized and "on top of things" you are the more your efforts will benefit you in the long run.

## OVERALL ADVICE ABOUT MY POSITION:

It's important to stay grounded when things pick up! There will be times that your duties can feel that they engulf you. It's important to establish a security when the size and uncertainty of the position gets to be overwhelming. Relationships are key! Do everything in your power to befriend those you'll be working closely with and it'll help you in the long run.

## WHEN IS YOUR BUSIEST SEASON?

Definitely the summer!



# VP OF RECRUITMENT PROGRAMMING

## OLIVIA PAULSON

### CONTACT

tcupanhellvprp@gmail.com

### RESPONSIBILITIES

- Coordinates application process for, selection of, and training of primary recruitment guides;
- Plans and executes all spring semester training for recruitment guides;
- Administers recruitment guide program during Work Week and Primary Recruitment;
- Assists Vice President of Recruitment Operations in any duties related to planning and implementation of Primary Recruitment;
- Educate New Member Educators on best practices and policies;
- Attends Panhellenic hosted events;
- Must have previously served as a member of the Panhellenic Recruitment Team or as a Rho Gamma
- Must reside in Fort Worth during the summer.

### KEY CHARACTERISTICS

- PROACTIVE/Organized/Strategic
- Bold leader among peers, commands respect
- Impartial/Panhellenic-minded/Diplomatic
- WOOer
- Inventive
- Able to balance detail with big pictures
- Patient
- Positive/Optimistic/Motivator
- Excellent public speaker
- Resilient/Thick-Skinned

### WHAT DO YOU WISH YOU HAD KNOWN BEFORE BEGINNING YOUR TERM AS VP RP?

Even though the VPRP position has two main "busy seasons", it keeps you busy all the time. Tasks outside of interviews and recruitment include: organizing info sessions, score application, establish scoring criteria, plan training, and hold NMC round tables. The workload is very intensive and the position always has something going on.

### I SPEND MOST OF MY TIME:

Planning and preparing events so that they can be most effective for other people. I spend a great deal of time writing emails and going to meetings with people to make sure everything that needs to be covered is covered. I spend most of the time making sure that everything will run smoothly down the line, whether that's in two weeks or during recruitment season.

### WHEN IS YOUR BUSIEST SEASON?

Interviews and Recruitment are technically my busiest seasons, but in reality, it's always busy!

### THE THING THAT MOST CONTRIBUTES TO MY SUCCESS IS:

Organization for sure. I have a million and one things to do for recruitment as well as managing over seventy Rho Gammas, so there is always something to be done. I make a TON of to-do lists and they are the only way that I know that I actually did everything that I needed to. Without extensive preparation and organization throughout the year, I would have lost my mind (and forgotten to do a lot of things).

### OVERALL ADVICE ABOUT MY POSITION:

The weeks of interviews were absolutely exhausting because I tried to be in most interviews for consistency of scoring sake. However, because there were over forty hours of interviewing in a two week span, I kind of felt like I was going a little crazy. Just be aware that when I say this position is intense, it's all consuming at times. Of course, it's absolutely a blast and an incredibly rewarding job, but very, very intense at times.



# VP OF FINANCE & ADMINISTRATION

## CLARE MCGRADY

### CONTACT

tcupanhellvpf@gmail.com

### RESPONSIBILITIES

- Is responsible for all Panhellenic expenditures and budgeting;
- Collects chapter dues, fines, and other moneys owed to Panhellenic;
- Deposits all moneys in to the Panhellenic bank accounts and abides by the rules and regulations governing the accounts;
- Maintains individual Panhellenic Executive Council budgets;
- Is responsible for preparing Panhellenic Recruitment and Panhellenic Association budgets each fiscal year to be approved by the Panhellenic Council;
- Fulfill reimbursement requests made to the Panhellenic Association;
- Facilitate donation requests made by organizations outside of Panhellenic Association;
- Keeps records of the minutes and agendas for all Panhellenic Executive Council meetings and Panhellenic Council meetings;
- Keeps records of chapter expenditures and budgets throughout primary recruitment;
- Attends Panhellenic hosted events;
- Is a member of recruitment team.

### KEY CHARACTERISTICS

- Organized
- Logical
- Flexible
- Being able to collaborate and be invested with the other positions

### WHAT DO YOU WISH YOU HAD KNOWN BEFORE BEGINNING YOUR TERM AS VPF?

I wish that I knew how much time my commitments took throughout the week. I was a little shocked and still able to find the time to do everything I needed to do but I was a little flustered. I think I would have had a better mindset and openness to my time if I had known.

### I SPEND MOST OF MY TIME:

I spend most of my time creating the weekly council agendas and sending the minutes as well as managing receipts, checks, and other expenses for our two financial accounts.

### THE THINGS THAT MOST CONTRIBUTE TO MY SUCCESS ARE:

- My flexibility with my time
- Openness to help my fellow exec members with their tasks.
- Being logical and knowing what steps to take to fix things
- The ability to be invested in other positions and not having to be front and center
- The ability to reel people in and keep the team grounded

### WHEN IS YOUR BUSIEST SEASON?

I don't have a super specific busy season but there are some times throughout the year when my responsibilities have a deadline like passing the budgets in council. Recruitment is also busy because it's busy for everyone!

### OVERALL ADVICE ABOUT MY POSITION:

This position is for someone who is organized and logical. It is also helpful to be a team player because, although I don't have any major projects specific to my position, I get to help other people see their plans to fruition.



# VP OF MEMBER DEVELOPMENT

ALEX NOETZEL

## CONTACT

tcupanhellvpm@gmail.com

## RESPONSIBILITIES

- Works with the Associate Delegates on sister sorority events and a Panhellenic wide event;
- Meets regularly with Associate Delegates;
- Plans and executes values-based programming;
- Promotes leadership opportunities for Panhellenic women (such as UIFL, etc.).
- Promotes all scholarship and programming opportunities made available to the Panhellenic chapters;
- Meet with the scholarship chairmen and help to provide creative, innovative ways to enhance their continued scholarship efforts;
- Coordinates Panhellenic Scholar of the Month and Faculty Member of the Month;
- Plans the Scholarship Reception, Month of the Scholar and Faculty Appreciation Week;
- Attends Panhellenic hosted events;
- Is a member of the Recruitment team.

## KEY CHARACTERISTICS

- Self-starter
- Ability to think outside the box
- Innovative
- Responsive and Adaptive
- Creative
- Strong communication skills
- Ability to make connections

## WHAT DO YOU WISH YOU HAD KNOWN BEFORE BEGINNING YOUR TERM AS VP MD?

I wish I had known how much really goes into planning even the smallest event and how easy it is to get behind. I vastly underestimated how far in advance things need to be planned because of how long it takes to communicate with other people, get rooms reserved, etc.

## I SPEND MOST OF MY TIME:

Writing emails and waiting for people to reply. My job could almost be called an external affairs position because I work so much with people outside of TCU. I spend the majority of my time making phone calls, having meetings, and emailing potential speakers, vendors, venues, etc. and then coordinating and planning with them from then on.

## OVERALL ADVICE ABOUT MY POSITION:

The person in this position has to be organized and be able to see the big picture and all of the things that need to happen beforehand to make it possible. There are a lot of little tasks that seem insignificant that are actually very important to make your programs run smoothly. I think it is also really important to be able to ask for help in this position! I have reached out to Sabrina and Anika (who was two years before me) to ask for their advice and any tips that they had for me!

## THE THING THAT MOST CONTRIBUTES TO MY SUCCESS IS:

Pre-planning. After planning events for the spring, I realized how many little details go into every programming thing that I do. Creating a timeline for everything that I want to do and laying out all of the specifics that need to be done and by when has made my job much easier.

## WHEN IS YOUR BUSIEST SEASON?

My busiest season is January-March! That is when Month of the Scholar is in full swing and I am by far the busiest during those few months. I assume I will be pretty busy during the middle of the fall semester when the scholarship applications are coming in and all of the big events are happening.



# VP OF PUBLIC RELATIONS

**SYDNEY GALLAGHER**

## CONTACT

tcupanhellvppr@gmail.com

## RESPONSIBILITIES

- Is in charge of any general promotions for Panhellenic Association and coordinates efforts for publicity materials
- Is responsible for all publicity releases involving the Panhellenic Association and shall maintain a current up-to-date file containing all publicity released
- Compiles a calendar each semester of chapter activities (including, but not limited to, initiation, Founders Day, internal philanthropy)
- Is a liaison between the Panhellenic Council and any TCU media
- Assist with all recruitment promotions year-round
- Assist with all TCU Panhellenic Merchandise including general PR and recruitment
- Maintains Panhellenic website and Engage information
- Attends Panhellenic hosted events;
- Must reside in Fort Worth during the summer

## KEY CHARACTERISTICS

- Organized
- Personable
- Self-starter
- Negotiator
- Good budget management
- Attention to detail
- Good at editing/writing
- Collaborative spirit
- Thick-skinned
- Maximizer
- innovative
- teachable

## WHAT DO YOU WISH YOU HAD KNOWN BEFORE BEGINNING YOUR TERM AS VP PR?

You don't have to classify yourself as a creative person in order to excel in this position! Also, because you will have your hands in everyone else's events and positions, it is important to know the details of everything, not just the big picture, so that you can best promote the event and answer various questions.

## I SPEND MOST OF MY TIME:

- Answering emails from the website
- Building the booklet - this will take up the majority of your time
- Designing SWAG
- Building the website (you won't need to do this again!), but I also wanted to revamp the social media and that would also take up a lot of time

## THE THINGS THAT MOST CONTRIBUTE TO MY SUCCESS ARE:

- Not being scared to change things (I.e the website, the logo)
- Building trust with all positions
- Organization!
- Making timelines and to-do lists
- After exec meetings reading over the announcements a day or two later because you will forget everything everyone said and you will need to remember details to better promote everything that is going on
- Canva!!!!!!!!!!!!!!!!!!!!!!

## WHEN IS YOUR BUSIEST SEASON?

When I was first starting out in my position, it felt super busy, but really, there was just an adjustment period when I was getting used to the work load. Aside from that, the summer and right before the summer are busy, busy, busy!!!

## OVERALL ADVICE ABOUT MY POSITION:

You will be the first point of contact for many people reaching out to Panhellenic. Because of this, it is important to be able to represent Panhellenic well. Also, the job has a lot of little things that will really add up and are sometimes just thrown at you. You'll have to be able to roll with the punches!



# VP OF SERVICE & PHILANTHROPY

## SARAH SULLIVAN

### CONTACT

tcupanhellvpp@gmail.com

### RESPONSIBILITIES

- Is responsible for all service activities sponsored by Panhellenic Association;
- Approves all philanthropy events that the Panhellenic Association participates in;
- Regularly communicates opportunities for organizations to participate in outside service projects;
- Meets with the Service Chairmen regularly to provide them guidance and assistance with philanthropic and service opportunities;
- Coordinates opportunities for outside service projects;
- Acts as the Director for the Circle of Sisterhood Committee and is responsible for selecting the other members of the Director Board. This special committee will be responsible for hosting a Circle of Sisterhood Week once a semester;
- Assists with all fundraising and awareness efforts in partnership with the Circle of Sisterhood;
- Attends Panhellenic hosted events;
- Is a member of the Recruitment team.

### KEY CHARACTERISTICS

- Organized
- Passionate
- Creative
- Forward-thinking
- Empathetic
- Persistent
- Versatile
- Being able to delegate and hold people accountable

### WHAT DO YOU WISH YOU HAD KNOWN BEFORE BEGINNING YOUR TERM AS VPP?

- This is a 10 hour a week commitment
- There is a lot of autonomy with this position and you really get to make this position what you want it to be!
- A lot of delegating is required with the Circle of Sisterhood committee
- Preparation in advance is one of the most important things

### I SPEND MOST OF MY TIME:

- Organizing the Circle of Sisterhood trek to Nepal and interviewing chapter candidates,
- TCU Circle of Sisterhood meetings
- Working with the philanthropy chairs of all thirteen chapters to approve their philanthropy events

### THE THINGS THAT MOST CONTRIBUTE TO MY SUCCESS ARE:

- Resilience
- Pure hard work
- The ability to delegate
- Preparing in advance
- Being creative and persistent especially when it comes to fundraising
- Being able to see the big picture at the end of all of your hard work!

### OVERALL ADVICE ABOUT MY POSITION:

It is a lot of work, expect about 8 hours on a normal week, with highs in the 20s. It is important to be decisive in this position! You need to know what you want to accomplish in this position and be willing to work hard to make it happen. This is also a position that requires a lot of help from the other exec members so knowing how to delegate and ask for help is crucial!

### WHEN IS YOUR BUSIEST SEASON?

All the time, especially if prepping for a trek. Otherwise, during Circle of Sisterhood week, handling all of preparation, and deciding where the next trek will be. Around the beginning of a new school year in the fall is also busy because there are a lot of orientation meetings and welcome back for TCU Circle of Sisterhood organization.