



PRESIDENT

FONTANA FRAZIER

WHAT DO I WISH I HAD KNOWN BEFORE BEGINNING MY TERM AS PRESIDENT?

This leadership role is a huge responsibility, and needs to be your #1 Priority.

The person in this position needs to be able to how all the baby steps fit into the largery journey. Be able to celebrate the small things, keep working to move forward, and appreciate the challenges along the way.

I SPEND MOST OF MY TIME:

- Making connections
- Building others up
- Finding innovative ideas for our community
- Communicating with Chapter Presidents
- Helping my fellow team members to see their projects out to fruition.

WHEN IS MY BUSIEST SEASON?

24/7! There's no slow season when you're overseeing 1/2 of the female population on campus! The team will all help each other out through stressful times, and the groups' success as a whole

THE THINGS THAT MOST CONTRIBUTE TO MY SUCCESS ARE:

- Be open to new things, be approachable to any and all members of our community and give 120% effort, because even if you screw up, at least you tried!
- Building strong relationships with the Chapter Presidents was so crucial to the success of mutual respect and communication.
- Believing in yourself is so so so important in this role!

MY FAVORITE PART ABOUT MY POSITION IS:

If I had to pick one thing, I would say the relationships that I have built with and between members of our Panhellenic Community as been the best part. From icebreakers and team builders in our council meetings, to "Fontana's Free Coffee Fridays", Chapter President 1:1's and the many Taco Tuesdays with Exec, the relationships have to be my favorite part. Striving for our community to grow together collaboratively rather than competitively Meeting and working with all the inspiring women of our community.

CONTACT

tcupanhellpres@gmail.com

RESPONSIBILITES

- 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

- | | |
|-------------|----------------|
| Responsible | Adaptable |
| Observant | Friendly |
| Grit | Full committed |
| Organized | Relational |



VP OF MANAGEMENT

CLAIRE SIMPSON

WHAT DO I WISH I HAD KNOWN BEFORE BEGINNING MY TERM AS VP M?

I wish I would have known more about all the wonderful relationships I have built members of the Panhellenic community, members from other councils on campus, and with the FSL staff. Another part of my position that I have grown to love is how much it has helped develop my leadership and public speaking abilities!

I SPEND MOST OF MY TIME:

Being proactive and planning my next projects! I rotate between updating the Bylaws, following up on infractions, communicating with the Delegates, and planning events such as the elections process or the New Member Symposium. I will work very intensely on one thing for a short period of time and then move on to the next thing.

WHEN IS MY BUSIEST SEASON?

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

THE THINGS THAT MOST CONTRIBUTE TO MY SUCCESS ARE:

- Willingness to serve other Exec members any way I can
- Communicating with my constituents and brainstorming ways to continually improve the Delegate experience
- The ability to remain diplomatic and unbiased when handling difficult situations that push me out of my comfort zone
- The desire to better the Panhellenic community!

MY FAVORITE PART ABOUT MY POSITION IS:

How closely I get to work with all the other Exec members to make all of our goals and visions for this community into reality. You can put in as much or as little effort into so many different aspects of the Panhellenic world and truly have the power to make changes! You have the potential to influence a lot of different areas, and I really enjoyed that aspect of my position.

CONTACT

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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, etc.
- 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
- 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 |



VP OF RECRUITMENT OPERATIONS

ALEXIS HODGE

WHAT DO I WISH I HAD KNOWN BEFORE BEGINNING MY TERM AS VP RO?

I wish that I would have known before agreeing to being the VP of Recruitment Operations how to be incredibly organized and on the ball all of the time. With this, it is a challenge to keep everything I am supposed to be doing in the proper place to be able to execute my position to the best of my ability. Finally, I wish I would have known that I would gain 7 new best friends from this position!

I SPEND MOST OF MY TIME:

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

WHEN IS MY BUSIEST SEASON?

The summer for sure!

THE THINGS THAT MOST CONTRIBUTE TO MY SUCCESS ARE:

The things that most contribute to my success is having attention to detail. The more organized and "squared away" you are, the more it will benefit you in the long run. My best advice for this position is to remember that everything will work out and women will get into sororities, all of the little things in between are not the end of the world. It is important to establish a support system to talk through decisions with and really focus on creating relationships with those working closest to you! That will help you in the long run and make things so much more enjoyable.

MY FAVORITE PART ABOUT MY POSITION IS:

My favorite part about my position is getting to know the other ladies on exec, the chapter recruitment chairs, and getting to make a change in the Panhellenic Community!

CONTACT

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RESPONSIBILITIES

- Coordinates all aspects of Primary Panhellenic Recruitment
- Plans all recruitment Schedules, working with chapter Recruitment Chairmen, Recruitment Advisors, and various University departments
- 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



VP OF RECRUITMENT PROGRAMMING

AUDREY SPILLER

WHAT DO I WISH I HAD KNOWN BEFORE BEGINNING MY TERM AS VP RP?

I wish I had known truly how time consuming this position is. Your busy seasons are truly busy! During the month of February, your life will be consumed by Rho Gamma interviews and preparing for spring trainings. However, it is all worth it when you get to the first training and you get to see all of your team's hard work pay off.

I SPEND MOST OF MY TIME:

I spent most of my time at the beginning preparing for interviews. After interviews were over, I spent most of my time planning spring trainings and planning Rho Gamma work week. There are a lot of little things to prepare for work week, so it's best to get started earlier rather than later.

WHEN IS MY BUSIEST SEASON?

I would say that there are two busy seasons for this position are February and the summer months.

THE THINGS THAT MOST CONTRIBUTE TO MY SUCCESS ARE:

Getting started on things early! Most of your position is mapped out and most things are already planned for you from previous years. However, if you don't start contacting people early and get a jump on planning things early, it will make your position a whole lot harder.

MY FAVORITE PART ABOUT MY POSITION IS:

My favorite part about my position is how relational it is. I get to walk with the Rho Gammas through recruitment and prepare them for it. I am constantly reminding myself that I get the opportunity to equip the women who are going to lead, love, and serve the PNM's well and that has been my absolute favorite thing.

CONTACT

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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/Strategic
- Bold leader among peers, commands respect
- Impartial
- Panhellenic-minded
- Motivator
- Inventive
- Able to balance detail with big picture
- Patient
- Positive
- Excellent public speaker
- Adaptable



VP OF FINANCE & ADMINISTRATION

BRITTNEY LARKIN

CONTACT

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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
- Presents and 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
- Coordinates Panhellenic attendance at a designated fraternal leadership conference
- Attends Panhellenic hosted events
- Is a member of the recruitment team

WHAT DO I WISH I HAD KNOWN BEFORE BEGINNING MY TERM AS VP F?

I wish I had known how detail oriented my position needs to be. From taking minutes in council meetings to tracking every penny that comes in and out of our account, I underestimated the precision and accuracy required in this position.

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 all expenses for our two financial accounts.

WHEN IS MY BUSIEST SEASON?

This was the first year my position took on the role of coordinating Panhellenic attendance at a designated fraternal leadership conference. With this new task, I was extremely busy leading up to the conference in February. Other than this time, I wouldn't say I have a "busy" season. I am constantly working on budgets and helping other positions throughout the year. The tasks that are required from my position stay constant all year.

THE THINGS THAT MOST CONTRIBUTE TO MY SUCCESS ARE:

- Flexibility with time
- Openness to help my fellow exec members with their tasks
- Having the ability to be invested in other positions without the need to be front and center
- Being logical with money and when a problem arises knowing what steps to take to fix things
- The ability to communicate clearly

MY FAVORITE PART ABOUT MY POSITION IS:

My favorite part about my position is having the flexibility to work on different projects with my fellow exec members throughout the year. I am able to give input about a project and help whoever needs it at the time.

KEY CHARACTERISTICS

- Attention to detail
- Organized
- Logical
- Flexible
- Approachable
- Level-headed
- Educated in excel
- Collaborate in a team



VP OF MEMBER DEVELOPMENT

KAT MIRO

WHAT DO I WISH I HAD KNOWN BEFORE BEGINNING MY 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. It takes far more time than expected to communicate with other people, get rooms reserved, and smoothly execute the event. In addition, you are a team player first! Being there for your team and being proactive by getting ahead on tasks are key roles in this position.

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.

WHEN IS MY BUSIEST SEASON?

My busiest season is January-March! That is when Month of the Scholar and Values Month are in full swing. 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.

THE THINGS THAT MOST CONTRIBUTE TO MY SUCCESS ARE:

Being organized and developing time management skills are and don't be afraid to think outside the box for events. 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.

MY FAVORITE PART ABOUT MY POSITION IS:

Meeting and becoming friends with the women on Exec while being able to give back and serve my Panhellenic Community. While big improvements are difficult to make in a year, I know that I can make small positive impacts that can be built upon and expanded on by future Member Development VP's and exec members for large positive impacts on the community.

CONTACT

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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 UIFI, 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



VP OF PUBLIC RELATIONS

JAYNE KERNODLE

WHAT DO I WISH I HAD KNOWN BEFORE BEGINNING MY TERM AS VP PR?

You don't have to be a graphic designer or social media master to do well in this position. This position is all about collaboration and being open to learning new skills. You will work not only with partners of Panhellenic, but also with every single position on the Exec team. This position cannot be done on an island.

I SPEND MOST OF MY TIME:

- Creating the recruitment booklet (learning a LOT about InDesign)
- Answering emails from the website and corresponding with partners through my position's email
- Designing and organizing PR and recruitment merchandise
- Advertising Panhellenic and other Greek events

WHEN IS MY BUSIEST SEASON?

The very beginning feels like a lot as you settle into everything your position requires and serving on the team - February is particularly busy for the entire team. The busiest season for VPPR specifically is May-August as you get everything ready for recruitment!

THE THINGS THAT MOST CONTRIBUTE TO MY SUCCESS ARE:

- Don't be afraid to have new ideas and try them out
- People skills! The ability to speak to others and build relationships is so important for this position
- Be willing to learn new things!! I was not familiar with anything graphic design and I taught myself how to design a booklet - that's pretty freaking cool!

MY FAVORITE PART ABOUT MY POSITION IS:

I loved helping get things ready for recruitment. Even though this position might not have "Recruitment" in its title, that is a huge part of the job and is probably one of the most fun aspects of this position. I loved getting to work with the VPs of Recruitment to determine what will best aid our PNMs and Rho Gammas through the recruitment process. Working on recruitment merchandise combines all the aspects of the position - collaborating with Exec team members, contacting and working with partner companies, and the freedom to be creative!

CONTACT

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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
- Coordinates the monthly Panhellenic newsletter
- Attends Panhellenic hosted events
- Must reside in Fort Worth during the summer

KEY CHARACTERISTICS

- | | |
|---------------|-------------------------|
| Organized | Attention to Detail |
| Personable | Collaborative Spirit |
| Teachable | Negotiator |
| Creative | Communicative |
| Thick-Skinned | Good at writing/editing |
| Innovative | Willing to Learn |



VP OF SERVICE & PHILANTHROPY

SUZANNA CAMP

WHAT DO I WISH I HAD KNOWN BEFORE BEGINNING MY TERM AS VP SP?

- The TCU Circle of Sisterhood club is a really interesting and unique opportunity to lead others in understanding the Circle of Sisterhood mission, but it is time consuming running this club and can be difficult, especially because it is newer to campus and still is in its growing phase.
- This is a very multi-faceted position with a lot of moving parts and event planning. It is several jobs in one, but it can be very rewarding when you see people begin to buy in to serving their community!

I SPEND MOST OF MY TIME:

- running the Circle of Sisterhood club and director board as president
- making sure philanthropy events are following our bylaws and philanthropy event information forms are turned in on time
- working with philanthropy chairs on their philanthropy events and helping them with whatever they need to have a successful event
- looking for sustainable service opportunities for our community
- planning for the next trek

THE THINGS THAT MOST CONTRIBUTE TO MY SUCCESS ARE:

- Planning ahead!!
- Having bi-weekly meetings with the Circle of Sisterhood director board and being prepared ahead of time for those with agendas!
- Advice: Get educated about Circle of Sisterhood and TCU's trek history! GET EXCITED because it's an incredible organization that you will get to lead, so you should know about it like the back of your hand. Being familiar with all Greek life philanthropy events!

MY FAVORITE PART ABOUT MY POSITION IS:

- Getting to share the Circle of Sisterhood mission, whether it is through outreach in Fort Worth or through the Circle of Sisterhood club!! Education is an incredible privilege that is at the forefront of any positive change!
- When I got to meet Ginny Carroll, the Circle of Sisterhood founder, and speak with her at her presentation at AFLV!!!!

WHEN IS MY BUSIEST SEASON?

All the time!! I am always planning events, whether that means a Circle of Sisterhood week or club and director board meetings or it is trek-related. I also constantly have philanthropy events to go over and help get approved.

CONTACT

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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

- | | |
|----------------|---------------------|
| Passionate | Energized |
| Service-minded | Creative |
| Resilient | Forward-thinking |
| Organized | Relational |
| Optimistic | Good public speaker |
| Empathetic | |