

# Expectations

## Council Delegation

*Delegate, Alternate Delegate, Alumnae Club President*

*Revised 2018*

* Attend monthly Council meetings - held the first Monday evening of the month from September through May unless otherwise rescheduled by the Executive Board.
  + Business meeting will be held in Tempe with social time beginning at 6:00pm, gavel goes down at 6:30pm. Meeting typically last about 60-90 minutes.
  + The December meeting is the Celebrations for Charity and a holiday social event which includes the Annual Teddy Bear Drive, a collection of stuffed animals for charitable organizations in Arizona.
  + The last meeting of the year is the Annual Celebration of Sisterhood, an end of the year event, often a luncheon, to recognize the accomplishments of Phoenix Panhellenic Association, Alumnae Recognition Awards, and Scholarship Awards.
* All three members of a fraternal delegation are invited to attend Council meetings and be active members; however, an inquiry will be made by the Secretary to a member fraternity having two absences in the fiscal year. Good standing is fully defined in the Standing Rules as it pertains to eligibility and voting.
* Be prepared for Council meetings through familiarity with Bylaws, Standing Rules, Minutes, Financial Reports and supportive documentation.
* Serve as a hostess for one Council meeting, designated to bring a snack for social time.
* Supply updated information for the annual membership directory of alumnae club officers including delegate, alternate delegate, alumnae club president, treasurer, and Arizona collegiate chapter advisors.
* Share pertinent information with alumnae clubs and alumnae club officers. Minutes, information and supportive documentation are provided regularly to all members of the Council delegation.
  + Advise alumnae club executive board of items pertaining to their budget such as Panhellenic dues, banquet fees, donation of items for events, endowment funding, etc.
  + Advise alumnae club members of all special Panhellenic sponsored events.
* Encourage participation by alumnae club members in Panhellenic social media sites such as Facebook, Twitter, Instagram and Pinterest as well as Websites and the monthly newsletter. (see list below)
* Promote use of the hashtag #PHXPAN on social media and share photographs from alumnae club and Panhellenic events to [media@phoenixpanhellenic](mailto:photos@phxpanhellenicprojects.com).com
* Regularly share recognition received by the alumnae club and/or local members from Inter/National fraternity with Panhellenic such as Convention awards, Regional recognition, etc.
* Actively participate on a Standing Committee - each Delegate will be appointed to a standing committee at the September Council meeting by the President with approval by the Executive Board. Additional members of the delegation may be appointed to a committee upon their request with approval by the President.
  + The Standing Committees include: Scholarship, Collegiate Relations, Alumnae Relations, Philanthropic Projects, Centennial and Media Relations.
  + Additional meetings and participation may be required by the assigned committee.
* Actively promote and participate in Philanthropic Projects events.
  + Promote and collect stuffed animals for charitable organizations throughout the state of Arizona by the December Celebration for Charity.
  + Participate and promote Panhellenic volunteer opportunities at the Waste Management Phoenix Open. A minimum of two shifts must be filled by a seated member of Council of each member fraternity and meet participation goals as detailed in the Standing Rules.
  + Participate and promote the Charles Schwab Tickets Fore Charity program at the Charles Schwab Cup Championship Golf Tournament which provides 100% net ticket proceeds back to Phoenix Panhellenic.
  + Promote online shopping through AmazonSmile which earns proceeds for Panhellenic.
  + Promote and participate in additional philanthropic projects as determined by the committee.
  + Actively promote and participate in additional Panhellenic events as determined by Council. These may include All Alumnae social events, Celebration of Sisterhood Banquet, etc.
* Answer questions and write recruitment references/recommendations for high school seniors or college students interested in recruitment as requested by Collegiate Relations committee.
* Encourage participation in recruitment events as a non-partisan representative of Panhellenic by supporting all 26 member groups and all universities that support a Greek life.
* Promote and encourage applications for the Scholarship Awards by collegiate and alumnae members continuing their education.
* Promote and encourage applications for Woman of the Year, Emerging Leader of the Year and any other alumnae recognition awards as determined by Council.

**Website -**

* [www.phoenixpanhellenic.com](http://www.phoenixpanhellenic.com/)

**Email -**

* President - [president@phoenixpanhellenic.com](mailto:president@phoenixpanhellenic.com)
* Vice President - [vicepresident@phoenixpanhellenic.com](mailto:vicepresident@phoenixpanhellenic.com)
* Treasurer - [treasurer@phoenixpanhellenic.com](mailto:treasurer@phoenixpanhellenic.com)
* Secretary - [secretary@phoenixpanhellenic.com](mailto:secretary@phoenixpanhellenic.com)
* Philanthropic Projects - [philanthropy@phoenixpanhellenic.com](mailto:philanthropy@phoenixpanhellenic.com)
* Collegiate Relations - [collegiaterelations@phoenixpanhellenic.com](mailto:collegiaterelations@phoenixpanhellenic.com)
* Alumnae Relations - [alumnaerelations@phoenixpanhellenic.com](mailto:alumnaerelations@phoenixpanhellenic.com)
* Scholarship - [scholarship@phoenixpanhellenic.com](mailto:scholarship@phoenixpanhellenic.com)
* Media Relations - [media@phoenixpanhellenic.com](mailto:media@phoenixpanhellenic.com)
* Website - [website@phoenixpanhellenic.com](mailto:website@phoenixpanhellenic.com)
* Photos – media@phoenixpanhellenic.com
* Centennial - Centennial@phoenixpanhellenic.com

**Social Media** -

* Hash Tag - #PHXPAN
* Facebook - [www.facebook.com/phoenixpanhellenic](http://www.facebook.com/phoenixpanhellenic)
* Facebook - President’s Forum -[www.facebook.com/groups/phxpresidents/](http://www.facebook.com/groups/537823259668384)
* Twitter - [www.twitter.com/PanhellenicPHX](http://www.twitter.com/PanhellenicPHX)
* Instagram - [www.instagram.com/phxpanhellenic](http://www.instagram.com/phxpanhellenic)
* Pinterest - [www.pinterest.com/phxpanhellenic](http://www.pinterest.com/phxpanhellenic)
* LinkedIn - Phoenix Panhellenic Association Alumnae Network
* Newsletter - <http://eepurl.com/bkoOs5>