

Delegate Syllabus – Fall 2021

**Position Description**

The Panhellenic Delegate serves as the liaison between their chapter, the Panhellenic Executive Board, the Coalition for Women of Color, and the entire Panhellenic community. They are an active representation of their organization and are responsible for speaking, voting, and acting on behalf of their chapter at the monthly Panhellenic Council meetings. This includes, but is not limited to, attending monthly Council meetings, advertising and participating in Panhellenic programming, serving on committees, being active CWC allies and promoters, and helping provide content for the Council’s social media. Further, they are expected to relay pertinent Panhellenic business (that is, information acquired at meetings or elsewhere) to their organization in a timely and accurate manner. The Delegate role is one of the most important positions within a chapter!

*NOTE*: A Zoom-in option will be available for all Council meetings for the Fall 2021 semester.

**What to Bring/Wear Fall 2021 Council Meetings**

1. Paper and pen or laptop for note-taking Thursday, August 26th, 4-6pm (Zoom only)
2. Monthly chapter report Friday, September 17th, 4-6pm (SDT Chapter House)
3. Appropriate Attire (see below) Friday, October 15th, 4-6pm (TBD) Friday, November 19th, 4-6pm (TBD)

**Report Requirement**

* Delegates are expected to thoroughly complete the provided “Chapter Report Template” and share with the VP of Finance and Communication and President two days prior to each Council meeting.
* Since Panhellenic meetings occur just once per month, it is important that monthly chapter reports are comprehensive.
* Reports should cover information from the past month as well as the upcoming weeks.

**Dress Attire**

Panhellenic meeting attire is “letters casual” unless otherwise specified. “Letters casual” include a lettered top (does not need to be stitched), jeans (without rips), pants, or leggings. Please dress appropriately and look presentable, as we may have guests attending our meetings! Professional Attire (no jeans, wearing your membership badge/pin) will be required for the November council meeting.

**Attendance**

Council meetings will begin promptly at 4pm, so Delegates should arrive a few minutes early to get settled. If a Delegate is unable to attend a meeting, she must send another member of her organization to take on her responsibilities as chapter representative. The President & Vice President of Finance and Communication must be notified of the substitute’s name and credentials at least 24 hours prior to the start of a meeting. Attention and attendance at meetings are both expected and appreciated. Delegates are also expected to actively participate in any roundtable discussions presented during council meetings. *Note*: Delegates are encouraged to bring at least *1 relevant chapter member* to each meeting! Meeting discussion items will be announced in advance.

**Panhellenic Executive Board Contact Information**

President: Alexandra Zanki VP of Finance and Communication: Lia DiDonna

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**Panhellenic Chapters & Delegates**

Alpha Chi Omega (ΑXΩ): Maggie Curran, ruaxo.panhellenic@gmail.com

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