



## **Application for 2025 Executive Council of The Ohio State University Panhellenic Association**

**To be considered for a position, you must email your completed application to [pres.osupha@gmail.com](mailto:pres.osupha@gmail.com) and [nunez.163@osu.edu](mailto:nunez.163@osu.edu) by Friday, October 4, 2024, at 11:59PM EST.**

Name:

Chapter:

Email Address:

Phone Number:

Cumulative GPA:

Graduation Term:

**Please list the position(s) for which you are applying in order from more to less desired:**

- 1.
- 2.
- 3.

*If you are applying for Vice President of Public Relations, please include a few examples of work you have done in the past.*

**Resume:** Please submit an updated copy of your resume with reference to your leadership experience, academic achievements, community involvement, professional experience, and any other relevant activities.

**Position Platform:** Please submit an **electronic statement** that explains your ideas for the position, using as much specificity as possible. What do you like about what is currently being done with the position? What changes would you make? If you are applying for one position, you may write up to 350 words **in total**. If you are applying for two positions, you may write up to 700 words **total**.

**Personal and President Certification:** I, \_\_\_\_\_, certify that as a member of \_\_\_\_\_, am in good standing academically, socially, and ethically. My typed or signed signature certifies that the above statement is correct. I have also obtained the typed signature of my president who has certified that this is correct as well. If my president does not agree to sign off on this, then they can contact [pres.osupha@gmail.com](mailto:pres.osupha@gmail.com) to share an explanation.

Your Signature: \_\_\_\_\_

Your Chapter President's Signature: \_\_\_\_\_

Selection Timeline

| September 2024                      |        |         |           |          |                                     |          |
|-------------------------------------|--------|---------|-----------|----------|-------------------------------------|----------|
| Sunday                              | Monday | Tuesday | Wednesday | Thursday | Friday                              | Saturday |
| 1                                   | 2      | 3       | 4         | 5        | 6                                   | 7        |
| <b>8<br/>PHA<br/>Open<br/>House</b> | 9      | 10      | 11        | 12       | <b>13<br/>Applications<br/>Open</b> | 14       |
| 15                                  | 16     | 17      | 18        | 19       | 20                                  | 21       |
| 22                                  | 23     | 24      | 25        | 26       | 27                                  | 28       |
| 29                                  | 30     |         |           |          |                                     |          |

| October 2024 |        |         |           |          |                                     |          |
|--------------|--------|---------|-----------|----------|-------------------------------------|----------|
| Sunday       | Monday | Tuesday | Wednesday | Thursday | Friday                              | Saturday |
|              |        | 1       | 2         | 3        | <b>4<br/>Applications<br/>Close</b> | 5        |
| 6            | 7      | 8       | 9         | 10       | 11                                  | 12       |
| 13           | 14     | 15      | 16        | 17       | 18                                  | 19       |

|                                       |    |    |   |    |    |    |
|---------------------------------------|----|----|---|----|----|----|
| <b>20<br/>PHA Exec<br/>Interviews</b> | 21 | 22 | <b>23<br/>Present the<br/>Slate at<br/>General<br/>Body</b> | 24 | 25 | 26 |
| 27                                    | 28 | 29 | 30  | 31 |    |    |

| <b>November 2024</b>                         |        |         |                                      |          |        |          |
|--|--------|---------|--------------------------------------|----------|--------|----------|
| Sunday                                       | Monday | Tuesday | Wednesday                            | Thursday | Friday | Saturday |
|  |        |         |                                      |          | 1      | 2        |
| 3  | 4      | 5       | <b>6<br/>Voting of<br/>the Slate</b> | 7        | 8      | 9        |
| 10   | 11     | 12      | 13                                   | 14       | 15     | 16       |
| <b>17<br/>PHA<br/>Officer<br/>Transition</b> | 18     | 19      | 20                                   | 21       | 22     | 23       |
| <b>24<br/>All Officer<br/>Retreat</b>        | 25     | 26      | 27                                   | 28       | 29     | 30       |

\*If you are selected for the slate, then you will receive a phone call from PHA. You will then have two hours to accept or decline your offer.

**Please note the following information:**

- You must be able to attend PHA Officer Transition and Retreat Meeting on November 17<sup>th</sup> from 1:00-5:00 pm in the Hays Cape Room
- You must be able to attend the All-officer retreat on November 24<sup>th</sup> time TBD
- You must be able to attend weekly Executive Council meetings.
- All officers are required to attend AFLV January 30-February 2 in Indianapolis, IN
- President and Vice Presidents must be able to attend biweekly General Body meetings on Wednesdays from 7:00-8:00PM. Directors are highly encouraged to attend these meetings, too.

Please complete the following items for your application:

- Information sheet (first page of this document)
  - Submit as “Last Name\_First Name\_Information”
- Resume
  - Submit as “Last Name\_First Name\_Resume”
- Position platform
  - Submit as “Last Name\_First Name\_Platform”
- One-on-one meeting with current officer holding your first-choice position
  - Reach out to them via email to schedule a meeting

#### Executive Council Position Information

| <i>Position</i>  | <i>Current Officer</i> | <i>Contact Information</i>  |
|--|------------------------|---|
| President (20-25 hr/wk)  | Mary Ghiotti (she/her) | <a href="mailto:pres.osupha@gmail.com">pres.osupha@gmail.com</a>  |
| <i>Roles and Responsibilities</i>  |                        | <i>Qualifications and Traits</i>  |
| <ul style="list-style-type: none"> <li>● Acts as primary representative and face of PHA</li> <li>● Presides at all meetings of the Panhellenic Council (17 Delegates) and Executive Council (14 Officers)</li> <li>● Facilitates and leads weekly Executive Council meetings, biweekly Panhellenic Council meetings, monthly chapter president meetings</li> </ul> |                        | <ul style="list-style-type: none"> <li>● Ability to connect and relate to different personalities</li> <li>● Ability to have difficult conversations with peers</li> <li>● Ability to manage others</li> <li>● Compassionate</li> </ul> |

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| <ul style="list-style-type: none"> <li>● Oversees Vice Presidents, Directors, and all programming efforts</li> <li>● Meets weekly with PHA Advisor</li> <li>● Creates vision for goals of the council, as well as engaging ways to follow through with initiatives</li> <li>● Assists in updates of governing documents</li> <li>● Completes annual NPC reports in May-June and communicates regularly with NPC Area Advisor</li> <li>● Works with peer student leaders around campus</li> <li>● Plans council retreat and bonding experiences</li> <li>● Serves on PHA’s Recruitment Team</li> </ul>   |                               | <ul style="list-style-type: none"> <li>● Creative problem solving</li> <li>● High energy and passionate</li> <li>● Priority for diversity, equity, and inclusion</li> <li>● Public speaking</li> <li>● Strategic planning</li> <li>● Time management</li> </ul> |
| <b><i>Position</i></b>  | <b><i>Current Officer</i></b> | <b><i>Contact Information</i></b>   |
| Vice President of Finance & Administration (2-5 hr/wk)  | Macey Ranck (she/her)         | <a href="mailto:vpfin.osupha@gmail.com">vpfin.osupha@gmail.com</a>  |
| <b><i>Roles and Responsibilities</i></b>  |                               | <b><i>Qualifications and Traits</i></b>   |
| <ul style="list-style-type: none"> <li>● Creates minutes of all meetings of the Panhellenic Council and the Executive Council</li> <li>● Maintain a complete and up-to-date file that includes the minutes of all meetings that is shared with advisors and NPC Area Advisor</li> <li>● Supervises PHA’s finances and reconciles our bank account</li> <li>● Gives an annual report of PHA’s financial state at the close of their term of office</li> <li>● Prepares annual budget for Panhellenic Council approval</li> <li>● Invoices all dues, payments, and fines owed to PHA</li> <li>● Pays annual NPC dues, all PHA bills, and collects receipts for reimbursements</li> <li>● Serves as PHA’s representative on the SFL Contribution Fund Committee</li> </ul> |                               | <ul style="list-style-type: none"> <li>● Detail-oriented</li> <li>● Organized</li> <li>● Priority for diversity, equity, and inclusion</li> <li>● Responsible</li> </ul>  |
| <b><i>Position</i></b>  | <b><i>Current Officer</i></b> | <b><i>Contact Information</i></b>   |
| Executive Vice President (10-15 hr/wk)  | Dana Granot (she/her)         | <a href="mailto:vpjudicial.osupha@gmail.com">vpjudicial.osupha@gmail.com</a>  |
| <b><i>Roles and Responsibilities</i></b>  |                               | <b><i>Qualifications and Traits</i></b>   |
| <ul style="list-style-type: none"> <li>● Coordinates the council’s judicial system</li> <li>● Knowledgeable of what is written in bylaws and constitution</li> <li>● Holds roundtables for standards and judicial representatives from each chapter</li> </ul>  |                               | <ul style="list-style-type: none"> <li>● Ability to hold peers accountable</li> <li>● Ability to have difficult conversations with peers</li> </ul>   |

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| <ul style="list-style-type: none"> <li>● Communicates all student conduct updates to PHA chapters</li> <li>● Maintains strong relationship with Director of SFL to discuss development of judicial process and matters of the community</li> <li>● Leads in making updates of governing documents</li> </ul> | <ul style="list-style-type: none"> <li>● Balanced and bias-free thinking</li> <li>● Confidentially</li> <li>● Creative problem solving</li> <li>● Patience</li> <li>● Priority for diversity, equity, and inclusion</li> <li>● Time management</li> </ul> |
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| <b><i>Position</i></b>                               | <b><i>Current Officer</i></b> | <b><i>Contact Information</i></b>                            |
| Vice President of Outreach & Inclusion (10-15 hr/wk) | Erin Moffitt (she/her)        | <a href="mailto:oi.osupha@gmail.com">oi.osupha@gmail.com</a> |

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| <b><i>Roles and Responsibilities</i></b>  | <b><i>Qualifications and Traits</i></b>  |
| <ul style="list-style-type: none"> <li>● Develops the framework necessary for a more inclusive Panhellenic community</li> <li>● Works with chairs from IFC, MCGC, and NPHC to create cross-council programming opportunities</li> <li>● Works with Vice President of Recruitment &amp; Retention to create an equitable recruitment experience</li> <li>● Facilitates relationships with other student organizations</li> <li>● Schedules programming to educate the campus community on diversity, equity, and inclusion (including opportunities within PHA)</li> </ul> | <ul style="list-style-type: none"> <li>● Ability to facilitate potentially complex or deeply personal conversations regarding diversity, equity, and inclusion</li> <li>● Organized</li> <li>● Priority for diversity, equity, and inclusion</li> <li>● Time management</li> </ul> |

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| <b><i>Position</i></b>                      | <b><i>Current Officer</i></b> | <b><i>Contact Information</i></b>                                    |
| Vice President of Programming (10-15 hr/wk) | Riley Anthony (she/her)       | <a href="mailto:vpprog.osupha@gmail.com">vpprog.osupha@gmail.com</a> |

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| <b><i>Roles and Responsibilities</i></b>  | <b><i>Qualifications and Traits</i></b>   |
| <ul style="list-style-type: none"> <li>● Holds meetings with <b>Director of Philanthropy and Director of Service</b></li> <li>● Coordinates leadership development, education, sisterhood/siblinghood, and wellness opportunities for chapters and their respective members</li> <li>● Oversees roundtables for chapter member development chairs and sisterhood/siblinghood chairs</li> <li>● Educates PHA about the demographics of incoming students, issues facing the university, strategic plan initiatives, and issues facing SFL communities on a national level</li> <li>● Plans and executes State of PHA and Women’s Empowerment Week</li> </ul> | <ul style="list-style-type: none"> <li>● Ability to plan ahead productively</li> <li>● Organized</li> <li>● Passion for event planning</li> <li>● Priority for diversity, equity, and inclusion</li> <li>● Time management</li> </ul> |

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| <ul style="list-style-type: none"> <li>● Collaborates with programming representatives from GPB, IFC, MCGC, and NPHC for cross-council programming opportunities</li> <li>● Oversees at least one community-wide philanthropy and service event per semester</li> </ul> |  |
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| <i>Position</i>                                 | <i>Current Officer</i>     | <i>Contact Information</i>                                       |
|---|----------------------------|--|
| Vice President of Public Relations (5-10 hr/wk) | Grace Ettenhofer (she/her) | <a href="mailto:vpvr.osupha@gmail.com">vpvr.osupha@gmail.com</a> |

| <i>Roles and Responsibilities</i>   | <i>Qualifications and Traits</i>  |
|---|---|
| <ul style="list-style-type: none"> <li>● Creates engaging social media presence (Instagram, Tiktok, etc.)</li> <li>● Collaborates with PHA Executive Council and chapters to create content</li> <li>● Develops merchandise</li> <li>● Works with Director of Recruitment Logistics and VP Finance and Administration to create annual lookbook for Primary Recruitment</li> <li>● Acts as voice of PHA when a statement is made on behalf of community</li> <li>● Is mindful of diversity and inclusion in the creative process</li> <li>● Keeps council website up-to-date</li> </ul> | <ul style="list-style-type: none"> <li>● Ability to complete things with short-term turn around</li> <li>● Artistic</li> <li>● Creative</li> <li>● Flexible</li> <li>● Priority for diversity, equity, and inclusion</li> <li>● Problem solving</li> <li>● Time management</li> </ul> |

| <i>Position</i>                                    | <i>Current Officer</i>   | <i>Contact Information</i>                                       |
|--|--------------------------|--|
| Vice President of Recruitment Guides (10-15 hr/wk) | Ella Urosevich (she/her) | <a href="mailto:vpvg.osupha@gmail.com">vpvg.osupha@gmail.com</a> |

| <i>Roles and Responsibilities</i>   | <i>Qualifications and Traits</i>  |
|---|---|
| <ul style="list-style-type: none"> <li>● Leader of PHA’s Recruitment Team</li> <li>● Serves as TA for recruitment guides leadership course held in Fall Semester (8:00-10:00PM on Wednesdays)</li> <li>● Coordinates the selection process for recruitment guides in Spring Semester</li> <li>● Trains all recruitment guides with assistance of Director of Recruitment Guides</li> <li>● Meets once a week with PHA Advisor and Director of Recruitment Guides to discuss class content in Fall Semester</li> </ul> | <ul style="list-style-type: none"> <li>● Ability to connect and relate to different personalities</li> <li>● Comfortable leader in front of large groups of people and the classroom</li> <li>● Experience as a recruitment guide during primary recruitment</li> <li>● Organized</li> <li>● Priority for diversity, equity, and inclusion</li> </ul> |

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| <ul style="list-style-type: none"> <li>Coordinates with Director of Recruitment Guides to plan sisterhood events for recruitment guides and to organize their attendance at SFL events</li> </ul>   |                               | <ul style="list-style-type: none"> <li>Time management</li> </ul>  |
| <b><i>Position</i></b>  | <b><i>Current Officer</i></b> | <b><i>Contact Information</i></b>  |
| Vice President of Recruitment & Retention (15-20 hr/wk)   | Charley Sullins (she/her)     | <a href="mailto:vprec.osupha@gmail.com">vprec.osupha@gmail.com</a>   |
| <b><i>Roles and Responsibilities</i></b>  |                               | <b><i>Qualifications and Traits</i></b>  |
| <ul style="list-style-type: none"> <li>Leader of PHA’s Recruitment Team</li> <li>Manages Primary and Informal Recruitment activities and events on the chapter side</li> <li>Develops goals, vision, and initiatives for recruitment</li> <li>Oversees Panhellenic recruitment registration</li> <li>Submits any revisions to the College Panhellenic recruitment rules to the Panhellenic Council for vote approval</li> <li>Organizes and leads all PHA recruitment roundtable meetings</li> <li>Hosts all PHA recruitment wrap-up meetings with recruitment chairs and advisors</li> <li>Keeps complete and accurate records of Panhellenic recruitment information</li> <li>Plans recruitment events such as: Involvement Fair, Various Recruitment Event, and PHA Preview</li> <li>Works closely with Director of Recruitment Logistics</li> </ul> |                               | <ul style="list-style-type: none"> <li>Ability to connect and relate to different personalities</li> <li>Clear communication</li> <li>High energy and passionate</li> <li>Organized</li> <li>Priority for diversity, equity, and inclusion</li> <li>Strong commitment to position and success of major events</li> <li>Time management</li> <li>Work well and efficiently in stressful situations</li> </ul> |
| <b><i>Position</i></b>  | <b><i>Current Officer</i></b> | <b><i>Contact Information</i></b>  |
| Vice President of Risk Management (10-15 hr/wk)   | Emma Ruszkowski (she/her)     | <a href="mailto:vprm.osupha@gmail.com">vprm.osupha@gmail.com</a>   |
| <b><i>Roles and Responsibilities</i></b>  |                               | <b><i>Qualifications and Traits</i></b>  |
| <ul style="list-style-type: none"> <li>Develops and enforces social event policies</li> <li>Collaborates heavily with IFC (due to primary social event hosting)</li> <li>Facilitates Bartender/Sober Monitor trainings and chapter trainings</li> <li>Coordinates risk management roundtables for all chapters</li> </ul>   |                               | <ul style="list-style-type: none"> <li>Ability to discuss sensitive subjects</li> <li>Bias-free perspective</li> <li>Confidentiality</li> <li>Patience</li> <li>Priority for diversity, equity, and inclusion</li> <li>Strategic problem solving</li> <li>Time management</li> </ul>   |



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| <b><i>Position</i></b>   | <b><i>Current Officer</i></b>  | <b><i>Contact Information</i></b>  |
| Vice President of Scholarship (5-10 hr/wk)   | Min Feldman (she/her)          | <a href="mailto:ypscholar.osupha@gmail.com">ypscholar.osupha@gmail.com</a>   |
| <b><i>Roles and Responsibilities</i></b>   |                                | <b><i>Qualifications and Traits</i></b>  |
| <ul style="list-style-type: none"> <li>• Develops scholarship opportunities for active members and potential new members</li> <li>• Creates career and professional development-oriented events for PHA members</li> <li>• Leader of Letters in the Library initiatives</li> <li>• Hosts roundtables twice per semester for chapter academic chairs</li> <li>• Develops and updates an academic resource handbook that contents include wellness opportunities, library hours, career counseling and support services information, and test-taking strategies</li> </ul> |                                | <ul style="list-style-type: none"> <li>• Creative problem solving</li> <li>• Dedication to academic excellence</li> <li>• Passionate about professional development</li> <li>• Priority for diversity, equity, and inclusion</li> <li>• Time management</li> </ul> |
| <b><i>Position</i></b>   | <b><i>Current Officer</i></b>  | <b><i>Contact Information</i></b>  |
| Director of Philanthropy (5-10 hr/wk)  | Emily Shuck (she/her)          | <a href="mailto:phil.osupha@gmail.com">phil.osupha@gmail.com</a>   |
| <b><i>Roles and Responsibilities</i></b>   |                                | <b><i>Qualifications and Traits</i></b>  |
| <ul style="list-style-type: none"> <li>• Attends meetings with Vice President of Programing</li> <li>• Plans, implements, and coordinates PHA's philanthropy efforts</li> <li>• Conducts roundtables for philanthropy chairs in the PHA community</li> <li>• Coordinates chapter philanthropy registrations and any post-event forms</li> <li>• Ensures enforcement of PHA's philanthropy policies and mediates philanthropy conflict when necessary</li> <li>• Provides any additional support to chapter philanthropy chairs</li> </ul>                                |                                | <ul style="list-style-type: none"> <li>• Enthusiastic and motivated</li> <li>• Organized</li> <li>• Priority for diversity, equity, and inclusion</li> <li>• Responsible</li> <li>• Time management</li> </ul>   |
| <b><i>Position</i></b>   | <b><i>Current Officers</i></b> | <b><i>Contact Information</i></b>  |
| Director of Recruitment Guides (5-10 hr/wk)  | Ilana Feuerman (she/her)       | rg.osupha@gmail.com  |
| <b><i>Roles and Responsibilities</i></b>   |                                | <b><i>Qualifications and Traits</i></b>  |
| <ul style="list-style-type: none"> <li>• Serves on PHA's Recruitment Team</li> </ul>   |                                | <ul style="list-style-type: none"> <li>• Ability to connect/relate to different personalities</li> </ul>   |

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| <ul style="list-style-type: none"> <li>• Serves as TA for recruitment guides leadership course held in Fall Semester (8:00-10:00PM on Wednesdays)</li> <li>• Coordinates at least one Recruitment Guide Retreat before Primary Recruitment</li> <li>• Collaborates with Vice President of Recruitment Guides and PHA Advisor to oversee recruitment guide selection process</li> <li>• Meets with Vice President of Recruitment Guides &amp; PHA Advisor each week during Fall Semester to content plan for leadership course</li> </ul> | <ul style="list-style-type: none"> <li>• Comfortable leader in front of large groups of people and the classroom</li> <li>• Creative</li> <li>• Experience as a recruitment guide during Primary Recruitment</li> <li>• Flexible</li> <li>• Organized</li> <li>• Priority for diversity, equity, and inclusion</li> <li>• Time management</li> </ul> |
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| <i>Position</i>  | <i>Current Officers</i> | <i>Contact Information</i>   |
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| Director of Recruitment Logistics (10-15 hr/wk)  | Calistia Ring (she/her) | <a href="mailto:Askpharecruitment@gmail.com">Askpharecruitment@gmail.com</a>   |
| <i>Roles and Responsibilities</i>  |                         | <i>Qualifications and Traits</i>   |
| <ul style="list-style-type: none"> <li>• Leader of PHA's Recruitment Team</li> <li>• Manages Primary and Informal Recruitment activities and events on the potential new member side</li> <li>• Works with Vice President of Public Relations to create annual lookbook for Primary Recruitment</li> <li>• Attends weekly meetings with Vice President of Recruitment &amp; Retention and PHA Advisor</li> <li>• Handles all potential new member communication</li> <li>• Serves as the main contact for all recruitment questions from potential new members</li> <li>• Attends meetings with Vice President of Recruitment &amp; Retention</li> <li>• Assists in the coordination of PHA's recruitment program</li> </ul> |                         | <ul style="list-style-type: none"> <li>• Ability to connect/relate to different personalities</li> <li>• Clear communication</li> <li>• Creative problem solving</li> <li>• Flexible</li> <li>• Organized</li> <li>• Priority for diversity, equity, and inclusion</li> <li>• Time management</li> </ul> |
| <i>Position</i>  | <i>Current Officer</i>  | <i>Contact Information</i>   |
| Director of Service (2-5 hr/wk)  | Audrey Hamlin (she/her) | <a href="mailto:serv.osupha@gmail.com">serv.osupha@gmail.com</a>   |
| <i>Roles and Responsibilities</i>  |                         | <i>Qualifications and Traits</i>   |
|  |                         | <ul style="list-style-type: none"> <li>• Community-oriented</li> </ul>   |

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| <ul style="list-style-type: none"><li>● Plans, implements, and coordinates PHA's community service efforts (with focus on hands-on hours volunteered)</li><li>● Conducts roundtables for service chairs in the PHA community</li><li>● Coordinates community service events with non-fraternity/sorority members and/or greater community members</li><li>● Provides educational programs that articulate the need, benefit, and value of community service</li></ul> | <ul style="list-style-type: none"><li>● Organized</li><li>● Priority for diversity, equity, and inclusion</li><li>● Resourceful</li></ul> |
|---|---|