

**Multicultural Greek Council
Executive Council Application**

Name: _____

Fraternity/Sorority: _____

Cell Phone: _____ Email: _____

Major: _____ GPA: _____

Please indicate which position(s) you wish to be considered for (no more than two):

- | | |
|--------------------------------------|-------------------------------|
| _____ President | _____ Director of Programming |
| _____ Vice President/Parliamentarian | _____ Director of Service |
| _____ Director of Finance | _____ Director of Service |

Instructions

1. Completely fill out this sheet. Be sure to print neatly.
2. On a separate sheet of paper, re-type the questions (found on the back page) and answer each question.
3. Attach this cover sheet to your answers and submit your completed application to OFSA by Tuesday, April 1, 2008.

Important Information

- Before submitting this petition, please be aware of the responsibility and time commitment. Plan for five hours per week (meetings and office hours).
- The term of office begins at the end of April, 2008 and runs until the end of April, 2009
- All newly elected officers are **REQUIRED** to attend the Council Officer Retreat scheduled for May 15, 16 and 17.

Qualifications for NPHC Executive Council Officers

1. Be in Good Standing with Rutgers University; and
2. Be enrolled as full-time student at Rutgers University; and
3. Be a full & active Member in Good Standing of a member chapter; and
4. Must have been an initiated member for one full semester; and
5. Have at least a 2.50 cumulative grade point average.

I am aware of the qualifications for office, attest that I meet each requirement and am able to attend the Council Officer Retreat:

Signature: _____ Date: _____

NPHC
Executive Council Questions

1. What prior student organization experience have you attained, and how has it helped you network throughout the university community?
2. What other leadership positions will you hold in during the 2008/2009 academic year?
3. Community building is a main goal for the MGC. What ideas do you have that will build community for the MGC member chapters?
4. Identifying qualified candidates for Intake is a challenge for many fraternities and sororities. In what ways can the MGC assist its chapters in identifying potential new members?
5. If you are elected, list the specific ideas you would like to implement.

Multicultural Greek Council

Executive Council Position Descriptions

General Position Requirements/Responsibilities for all officers.

Each officer must:

1. Have and maintain a 2.5 GPA for the duration of their term
2. Be a full-time Rutgers-New Brunswick student
3. Be a member in Good Standing in their respective chapter
4. Attend weekly executive council meetings
5. Attend regular MGC meetings
6. Attend all Council meetings
7. Attend the Officer Training Retreat
8. Attend the Greek Awards Ceremony

Specific Positions Requirements/Responsibilities

President

1. Plan and facilitate regular MGC meetings.
2. Plan and facilitate weekly MGC executive council meetings.
3. Meet weekly with the MGC Advisor
4. Attend weekly Council Presidents Meeting (NPHC, IFC, Panhellenic, MGC and OFSA)
5. Represent MGC to on various university committees
6. Coordinate and conduct Spring election process

Vice President/ Parliamentarian

1. Assist President in all his/her needs
2. Serve as Parliamentarian during regular council meetings
3. Fill in, in the case of Council vacancies.

Secretary

1. Take minutes during meeting and distribute to organizations
2. Coordinate all public relations efforts

Director of Finance

1. Coordinate fundraising events for the council
2. Assess and manage dues of all members in the council
3. Create a detailed budget for council
4. Pay council bills in a timely manner

Director of Programming

1. Responsible for compiling a calendar of all organization's programs for the month
2. Responsible for planning a program for the entire council (i.e. Meet the Greeks, Anti-hazing)
3. Serve on the planning committees for the following Greek events:
 - a. New Member Orientation
 - b. Greek Awards Ceremony
 - c. Hazing Prevention Week

Director of Service

1. Plan a community service project for entire council
2. Compile a monthly calendar of all organization's community service events
3. Serve as the council's Dance Marathon representative
4. Serve on the Greek Service Week planning committee