

**SUNY-Plattsburgh Inter-Sorority Association  
Officer Interest Form**

Name \_\_\_\_\_

Organization \_\_\_\_\_ Year at PSU \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Office(s) Interested In (check all that apply):**

- |       |                           |       |                                |
|-------|---------------------------|-------|--------------------------------|
| _____ | <b>President</b>          | _____ | <b>VP for Education</b>        |
| _____ | <b>VP for Standards</b>   | _____ | <b>VP for Public Relations</b> |
| _____ | <b>VP for Operations</b>  | _____ | <b>VP for Service</b>          |
| _____ | <b>VP for Recruitment</b> |       |                                |

*Position descriptions and requirements are listed on the reverse side.*

**Sorority and/or previous ISA Position(s) held and description of responsibilities and accomplishments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Why are you interested in the particular ISA officer positions you have checked?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What other skills do you have that will qualify you for these positions?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Use additional sheets as necessary. Interest forms are due by 4 p.m. on Friday, October 19. Interviews will be held on Friday, November 2.***

## **Descriptions and Requirements for Inter-Sorority Association Executive Officers**

Revised October 13, 2004

### **President**

1. Have overall responsibility for the operation of the Plattsburgh State University Inter-Sorority Association.
2. The President has the power to call special meetings, as she deems necessary.
3. The President shall preside over all regular and special meetings of the ISA, as well as the Executive Board.
4. Review and approve all Inter-Sorority Association checks and contracts involving the Plattsburgh State University Inter-Sorority Association.
5. The President shall represent the Inter-Sorority Association upon all requests.
6. Reporting as required to the National Panhellenic Conference area advisor.
7. The President shall be responsible for regular communication with the IFC President to coordinate Joint business meetings and to discuss other items of concern to both councils.
8. During the semester following the conclusion of her term, the president shall oversee the completion of applications for NPC and NGLA conference awards.
9. Maintain a complete and up to date Presidents file which will include a copy of the current Plattsburgh State University Inter-Sorority Association Constitution, Bylaws, and Standing Rules; the current NPC manual of information and related materials, current correspondence and materials received from the NPC are advisor, and all other pertinent materials.
10. The President shall meet weekly with the Director of Fraternity/Sorority Life to remain current on issues and matters of importance to the fraternity/sorority community, as well as establishing office hours at least 3 hours a week.
11. Perform all duties usually pertaining to this office

### **Vice President of Standards**

1. The V.P of Standards shall preside over the Inter-Sorority Association in absence of President.
2. The V.P. of Standards shall coordinate and structure the Inter-Sorority Association Committees.
3. Serve as judiciary chairwoman, and serve as Parliamentarian during meeting and coordinate and over see all issues relating to the constitution and bylaws of the Inter-Sorority Association.
4. The V.P. is responsible for establishing roundtable discussions on topics such as risk management and academics.

### **Vice President of Education**

1. This position is a combination of the past risk management officer and scholarship officer.
2. Plan and oversee two scholarship programs and two risk management programs.
3. Present either biweekly or monthly risk management issues, and educational tips,
4. Monitor chapter grade point averages, and provide scholarship incentives.
5. Coordinate Rho Lambda Panhellenic Honor Society.
6. Create chapter scholarship awards to be given out at award ceremonies.

### **Vice President of Public Relations**

1. Shall be responsible for all publicity from the Plattsburgh State University Inter-Sorority Association.
2. Shall work with coordinating officers to promote and publicize through numerous channels events and programs that the Inter-Sorority Association is sponsoring.

3. Shall work through all media channels to promote the positive activities of the Fraternity/Sorority Community.
4. Shall maintain a current and up to date file containing publicity released.
5. Shall be responsible for maintaining the Inter-Sorority Association website.
6. Is encouraged to select a Public Relations committee from the delegation of the chapters to assist in her duties.

#### **Vice President of Operations**

1. This position is a combination of Secretary and Treasurer.
2. The Vice President of Operations oversees all finances that relate to the Inter-Sorority Association.
3. The Vice President of Operations shall keep attendance at all ISA events and meetings and keep them current and up to date.
4. Shall keep minutes at every meeting and then send them to delegates and Executive members, for clearer communication.
5. Is responsible for collecting all dues for ISA, and issuing receipts.
6. Is responsible for making payments promptly on all bills pertaining to ISA.
7. Shall maintain up to date financial reports to the Inter-Sorority Association.
8. Shall be responsible for the issuing and collecting of fines.
9. Shall keep current statistics concerning the number of initiated members and new members of each sorority.
10. Keep an organized file of all Inter-Sorority Association meeting minutes.
11. Shall be responsible for all sign-ins at all mandatory events provided by Inter-Sorority Association.

#### **Vice President of Service**

1. Vice President of Service is responsible in coordinating All-sorority community service and philanthropic events.
2. Shall be responsible for recording all of the hours completed and reporting these hours to the Chapter Accreditation Program Coordinator.
3. Shall develop an ongoing relationship with an entity in the community for the ISA as an umbrella organization to work with in a service capacity.
4. Coordinates A Week to GIVE in conjunction with the Interfraternity Council VP for Campus/Community Relations.
5. Coordinates Up 'til Dawn fundraiser for St. Jude Children's Research Hospital.
6. Is encouraged to work with the other officers to collaborate on projects, for example, risk management with a community service project.

#### **Vice President of Recruitment**

1. Vice President of Recruitment coordinates, oversees, and organizes all-sorority continuous recruitment programming and education.
2. Book all rooms for recruitment events.
3. Work with VP of PR to have continuous recruitment.
4. Coordinate an educational program about recruitment for all chapters during Training Day each semester.
5. Meet with recruitment directors of each Plattsburgh State University Inter-Sorority Association sororities once a month.
6. Shall be in charge of with VP of PR, the design and distribution of recruitment materials, and creating the recruitment materials.
7. Shall maintain up to date files on yearly recruitment statistics for each chapter and their chapters growing or declining trends.
8. Shall supervise any revisions of recruitment rules.