

DUTIES FOR THE PRESIDENT OF NPHC

As stated in the bylaws of the BGSU Council of the NPHC:

*The **President** shall be the chief administrative officer of the Council. He/she shall preside at all meetings of the Council. He/she shall appoint chairpersons of all standing and special committees. He/she shall call all regular meetings of the Council. He/she shall have the authority to interpret regulations and policy statements of the BGSU Council of the NPHC in cooperation with the Parliamentarian.*

Additionally, as acting **President** he or she must come prepared to every NPHC general body and executive board meeting with an agenda. Also as a member of the NPHC executive board, the **President** is expected to attend the April Executive Board retreat (which occurs after the new officers have been elected), the Fall semester NPHC retreat, Meet the Greeks, and the Spring semester Greek Leadership retreat. The **President** and all other members of the executive board must attend weekly/bi-weekly one on one meetings as decided upon with the advisor/graduate advisor of the Council.

Also, the **President** must attend weekly dinners with the presidents of the other councils (Greek Independent Board, Panhellenic Council, and Interfraternity Council). In addition to the dinners, he or she must also attend the monthly Ex-Officio breakfast with the VPSA (Dr. Whipple). Along with breakfast and dinner there are other miscellaneous meetings and conferences that the **President** must attend (such as monthly Greek Presidents meetings, and conferences such as the National Black Greek Leadership Conference (NBGLC), NPHC National Convention, and the Mid-American Greek Council Association (MGCA) Conference, if the Council is able to attend). If at any time the **President** is not able to attend a meeting or conference it is his or her responsibility to find a replacement if needed.

YOUR WEEKLY ATTENDANCE AT BOTH GENERAL BODY AND EXECUTIVE BOARD MEETINGS ARE AN EXPECTATION AND A NECESSITY.

CONTRACT:

I _____, agree that I will commit to all the duties and responsibilities expected of the position of **President** of NPHC at Bowling Green State University. If at anytime I fail to uphold these obligations, I understand that I may be removed from my position. The decisions that I make will be a reflection of the bylaws of the Council. I will be prepared to back up every decision that I make. Never will I be prejudice or unfair toward any individual or organization.

Signature of President

Date

Signature of Advisor/Grad Advisor

Date

Term of Office: _____, 20__ through _____, 20__

DUTIES FOR THE VICE-PRESIDENT OF NPHC

As stated in the bylaws of the BGSU Council of the NPHC:

*The **Vice-President** shall serve as the chairperson of the judicial board. He/she shall also coordinate activities of the standing committees. He/she shall, in the absence of the President, become acting President. While in this role he/she shall assume all functions, duties, and responsibilities of the President until a successor has been qualified and elected.*

Additionally, as acting **Vice-President** he or she must come prepared to every NPHC general body and executive board meeting ready to report as needed. Also as a member of the NPHC executive board, the **Vice-President** is expected to attend the April Executive Board retreat (which occurs after the new officers have been elected), the Fall semester NPHC retreat, Meet the Greeks, and the Spring semester Greek Leadership retreat. The **Vice-President** and all other members of the executive board must attend weekly/bi-weekly one on one meetings as decided upon with the advisor/graduate advisor of the Council.

Also, the **Vice-President** should be responsible for overseeing and upholding the academic standards and incentives for the Council. The **Vice-President** should ensure that NPHC is represented at monthly Greek Scholarship Roundtables as well. The **Vice-President** may need to attend the monthly Ex-Officio breakfast with the VPSA (Dr. Whipple) if the President is unable to attend. There are also other miscellaneous meetings and conferences that the **Vice-President** may need to attend (such as monthly Greek Presidents meetings, and conferences such as the National Black Greek Leadership Conference (NBGLC), NPHC National Convention, and the Mid-American Greek Council Association (MGCA) Conference, if the Council is able to attend). If at any time the **Vice-President** is not able to attend a meeting or conference he or she is required to attend, it is his or her responsibility to find a replacement if needed.

YOUR WEEKLY ATTENDANCE AT BOTH GENERAL BODY AND EXECUTIVE BOARD MEETINGS ARE AN EXPECTATION AND A NECESSITY.

CONTRACT:

I _____, agree that I will commit to all the duties and responsibilities expected of the position of **Vice-President** of NPHC at Bowling Green State University. If at anytime I fail to uphold these obligations, I understand that I may be removed from my position. The decisions that I make will be a reflection of the bylaws of the Council. I will be prepared to back up every decision that I make. Never will I be prejudice or unfair toward any individual or organization.

Signature of Vice-President

Date

Signature of Advisor/Grad Advisor

Date

Term of Office: _____, 20__ through _____, 20__

DUTIES FOR THE SECRETARY OF NPHC

As stated in the bylaws of the BGSU Council of the NPHC:

*The **Secretary** shall keep an official record of all actions of the Council. He/She shall make record of the minutes and resolutions of the Council. He/She shall be responsible for the filing of all the records and reports of the Council. He/She shall be responsible for the distribution of minutes and the agenda and shall submit a typewritten report to have on file after executive board and full Council meetings. He/She shall receive and prepare a response for all official correspondence of the Council. He/she shall be responsible for all publicity of Council events.*

Additionally, as active **Secretary** he or she must come prepared to every NPHC general body and executive board meeting ready to report as needed. Also as a member of the NPHC executive board, the **Secretary** is expected to attend the April Executive Board retreat (which occurs after the new officers have been elected), the Fall semester NPHC retreat, Meet the Greeks, and the Spring semester Greek Leadership retreat. The **Secretary** and all other members of the executive board must attend weekly/bi-weekly one on one meetings as decided upon with the advisor/graduate advisor of the Council.

Also, the **Secretary** should assist the President in being responsible for overseeing and maintaining reporting and efficiency for the Council. Also, there are other miscellaneous meetings and conferences that the **Secretary** must attend (meetings pertaining to the position, and conferences such as the National Black Greek Leadership Conference (NBGLC), NPHC National Convention, and the Mid-American Greek Council Association (MGCA) Conference, if the Council is able to attend). If at any time the **Secretary** is not able to attend a meeting or conference it is his or her responsibility to find a replacement if needed.

YOUR WEEKLY ATTENDANCE AT BOTH GENERAL BODY AND EXECUTIVE BOARD MEETINGS ARE AN EXPECTATION AND A NECESSITY.

CONTRACT:

I _____, agree that I will commit to all the duties and responsibilities expected of the position of **Secretary** of NPHC at Bowling Green State University. If at anytime I fail to uphold these obligations, I understand that I may be removed from my position. The decisions that I make will be a reflection of the bylaws of the Council. I will be prepared to back up every decision that I make. Never will I be prejudice or unfair toward any individual or organization.

Signature of Secretary

Date

Signature of Advisor/Grad Advisor

Date

Term of Office: _____, 20__ through _____, 20__

DUTIES FOR THE TREASURER OF NPHC

As stated in the bylaws of the BGSU Council of the NPHC:

*The **Treasurer** shall deposit and account for all monies paid into the Council. He/she shall be responsible for monthly income and expense statements of the Council. He/she shall maintain an accurate ledger of the Council budget and make monthly reports to the full Council. He/she shall also sign all invoices for the payment of monies appropriated by the Council and submit a typewritten report after all full Council meeting which will be put on file in the Greek Affairs office.*

Additionally, as active **Treasurer** he or she must come prepared to every NPHC general body and executive board meeting ready to report as needed. Also as a member of the NPHC executive board, the **Treasurer** is expected to attend the April Executive Board retreat (which occurs after the new officers have been elected), the Fall semester NPHC retreat, Meet the Greeks, and the Spring semester Greek Leadership retreat. The **Treasurer** and all other members of the executive board must attend weekly/bi-weekly one on one meetings as decided upon with the advisor/graduate advisor of the Council.

Also, the **Treasurer** is responsible for maintaining an Excel file for both a general budget outline and a line item breakdown of income/expenses. The **Treasurer** is also responsible for initiating any paperwork related to financial matters for approval, prior to the purchase being made (Request to Purchase forms). Also, there are other miscellaneous meetings and conferences that the **Treasurer** must attend (meetings pertaining to the position, and conferences such as the National Black Greek Leadership Conference (NBGLC), NPHC National Convention, and the Mid-American Greek Council Association (MGCA) Conference, if the Council is able to attend). If at any time the **Treasurer** is not able to attend a meeting or conference it is his or her responsibility to find a replacement if needed.

YOUR WEEKLY ATTENDANCE AT BOTH GENERAL BODY AND EXECUTIVE BOARD MEETINGS ARE AN EXPECTATION AND A NECESSITY.

CONTRACT:

I _____, agree that I will commit to all the duties and responsibilities expected of the position of **Treasurer** of NPHC at Bowling Green State University. If at anytime I fail to uphold these obligations, I understand that I may be removed from my position. The decisions that I make will be a reflection of the bylaws of the Council. I will be prepared to back up every decision that I make. Never will I be prejudice or unfair toward any individual or organization.

Signature of Treasurer

Date

Signature of Advisor/Grad Advisor

Date

Term of Office: _____, 20__ through _____, 20__

DUTIES FOR THE PARLIAMENTARIAN OF NPHC

As stated in the bylaws of the BGSU Council of the NPHC:

*The **Parliamentarian/Sergeant at Arms** shall advise the President and members of parliamentary law when such issues arise. He/she shall give his/her interpretations of the Rules of Order. He/she will also inform members of the proper procedure to use during the meeting and keep the peace, maintaining order at all times.*

Additionally, as active **Parliamentarian** he or she must come prepared to every NPHC general body and executive board meeting ready to report as needed. Also as a member of the NPHC executive board, the **Parliamentarian** is expected to attend the April Executive Board retreat (which occurs after the new officers have been elected), the Fall semester NPHC retreat, Meet the Greeks, and the Spring semester Greek Leadership retreat. The **Parliamentarian** and all other members of the executive board must attend weekly/bi-weekly one on one meetings as decided upon with the advisor/graduate advisor of the Council.

Also, the **Parliamentarian** is responsible for the maintenance of the official bylaws of the BGSU NPHC. This includes overseeing the review of bylaws at the beginning of each academic year, making sure approved bylaws are submitted with proper language and grammar usage (fitting of the current bylaws), and also regularly updating the bylaws and submitting the most current copy for posting on the Council website. There are also other miscellaneous meetings and conferences that the **Parliamentarian** must attend (meetings pertaining to the position, and conferences such as the National Black Greek Leadership Conference (NBGLC), NPHC National Convention, and the Mid-American Greek Council Association (MGCA) Conference, if the Council is able to attend). If at any time the **Parliamentarian** is not able to attend a meeting or conference it is his or her responsibility to find a replacement if needed.

YOUR WEEKLY ATTENDANCE AT BOTH GENERAL BODY AND EXECUTIVE BOARD MEETINGS ARE AN EXPECTATION AND A NECESSITY.

CONTRACT:

I _____, agree that I will commit to all the duties and responsibilities expected of the position of **Parliamentarian** of NPHC at Bowling Green State University. If at anytime I fail to uphold these obligations, I understand that I may be removed from my position. The decisions that I make will be a reflection of the bylaws of the Council. I will be prepared to back up every decision that I make. Never will I be prejudice or unfair toward any individual or organization.

Signature of Parliamentarian

Date

Signature of Advisor/Grad Advisor

Date

Term of Office: _____, 20__ through _____, 20__

DUTIES FOR THE EXTERNAL AFFAIRS CHAIR OF NPHC

As stated in the bylaws of the BGSU Council of the NPHC:

*The **External Affairs Chair** shall have the responsibility of promoting relations between the body of the Council and the entire community of Bowling Green State University. He/She shall take an active role in handling any issues concerning the Council and the general public of Bowling Green State University. All issues must be presented to the Council's executive board, in an orderly and respectfully manner, and then to the general body.*

Additionally, as active **External Affairs Chair** he or she must come prepared to every NPHC general body and executive board meeting ready to report as needed. Also as a member of the NPHC executive board, the **External Affairs Chair** is expected to attend the April Executive Board retreat (which occurs after the new officers have been elected), the Fall semester NPHC retreat, Meet the Greeks, and the Spring semester Greek Leadership retreat. The **External Affairs Chair** and all other members of the executive board must attend weekly/bi-weekly one on one meetings as decided upon with the advisor/graduate advisor of the Council.

Also, the **External Affairs Chair** is responsible for overseeing the *NPHC Unity Affairs committee* when the committee is active; he or she will either chair or work with the chair of the committee. The **External Affairs Chair** will also serve as the NPHC representative on multi-Greek council tasks, such as the Greek Week committee. There are also other miscellaneous meetings and conferences that the **External Affairs Chair** must attend (such as miscellaneous monthly meetings, and conferences such as the National Black Greek Leadership Conference (NBGLC), NPHC National Convention, and the Mid-American Greek Council Association (MGCA) Conference, if the Council is able to attend). If at any time the **External Affairs Chair** is not able to attend a meeting or conference it is his or her responsibility to find a replacement.

YOUR WEEKLY ATTENDANCE AT BOTH GENERAL BODY AND EXECUTIVE BOARD MEETINGS ARE AN EXPECTATION AND A NECESSITY.

CONTRACT:

I _____, agree that I will commit to all the duties and responsibilities expected of the position of **External Affairs Chair** of NPHC at Bowling Green State University. If at anytime I fail to uphold these obligations, I understand that I may be removed from my position. The decisions that I make will be a reflection of the bylaws of the Council. I will be prepared to back up every decision that I make. Never will I be prejudice or unfair toward any individual or organization.

Signature of External Affairs Chair

Date

Signature of Advisor/Grad Advisor

Date

Term of Office: _____, 20__ through _____, 20__

DUTIES FOR THE PUBLIC RELATIONS CHAIR OF NPHC

As stated in the bylaws of the BGSU Council of the NPHC:

*The **Public Relations Chair** shall have the responsibility of internal and external communication between the body of the Council and the community. He/She shall have the responsibility of all advertising for all programs, events, and projects. Before sending out any correspondence to the public, he/she shall bring it to the executive board and then to the general body of the Council for approval.*

Additionally, as active president he or she must come prepared to every NPHC general body and executive board meeting ready to report as needed. Also as a member of the NPHC executive board, the **Public Relations Chair** is expected to attend the April Executive Board retreat (which occurs after the new officers have been elected), the Fall semester NPHC retreat, Meet the Greeks, and the Spring semester Greek Leadership retreat. The **Public Relations Chair** and all other members of the executive board must attend weekly/bi-weekly one on one meetings as decided upon with the advisor/graduate advisor of the Council.

Also, the **Public Relations Chair** is responsible for overseeing the *NPHC Political Action committee* when the committee is active; he or she will either chair or work with the chair of the committee. The **Public Relations Chair** will also serve as the NPHC representative on multi-Greek council tasks, such as the Public Relations roundtable. There are also other miscellaneous meetings and conferences that the **Public Relations Chair** must attend (such as miscellaneous monthly meetings, and conferences such as the National Black Greek Leadership Conference (NBGLC), NPHC National Convention, and the Mid-American Greek Council Association (MGCA) Conference, if the Council is able to attend). If at any time the **Public Relations Chair** is not able to attend a meeting or conference it is his or her responsibility to find a replacement.

YOUR WEEKLY ATTENDANCE AT BOTH GENERAL BODY AND EXECUTIVE BOARD MEETINGS ARE AN EXPECTATION AND A NECESSITY.

CONTRACT:

I _____, agree that I will commit to all the duties and responsibilities expected of the position of **Public Relations Chair** of NPHC at Bowling Green State University. If at anytime I fail to uphold these obligations, I understand that I may be removed from my position. The decisions that I make will be a reflection of the bylaws of the Council. I will be prepared to back up every decision that I make. Never will I be prejudice or unfair toward any individual or organization.

Signature of Public Relations Chair

Date

Signature of Advisor/Grad Advisor

Date

Term of Office: _____, 20__ through _____, 20__

DUTIES FOR THE COMMUNITY SERVICE CHAIR OF NPHC

As stated in the bylaws of the BGSU Council of the NPHC:

*The **Community Service Chair** shall have the responsibility of planning community service projects for the Council. These programs must be presented to the Council at least two weeks before the date of the actual event. It is his/her duty to execute the planned programs. He/She must take attendance at every event, and provide the proper survey that will allow the Council to evaluate the event.*

Additionally, as active **Community Service Chair** he or she must come prepared to every NPHC general body and executive board meeting ready to report as needed. Also as a member of the NPHC executive board, the **Community Service Chair** is expected to attend the April Executive Board retreat (which occurs after the new officers have been elected), the Fall semester NPHC retreat, Meet the Greeks, and the Spring semester Greek Leadership retreat. The **Community Service Chair** and all other members of the executive board must attend weekly/bi-weekly one on one meetings as decided upon with the advisor/graduate advisor of the Council.

Also, the **Community Service Chair** is responsible for overseeing the *NPHC Ways and Means committee* when the committee is active; he or she will either chair or work with the chair of the committee. The **Community Service Chair** will also serve as the NPHC representative on multi-Greek council tasks, such as the Community Service roundtable. There are also other miscellaneous meetings and conferences that the **Community Service Chair** must attend (such as miscellaneous monthly meetings, and conferences such as the National Black Greek Leadership Conference (NBGLC), NPHC National Convention, and the Mid-American Greek Council Association (MGCA) Conference, if the Council is able to attend). If at any time the **Community Service Chair** is not able to attend a meeting or conference it is his or her responsibility to find a replacement.

YOUR WEEKLY ATTENDANCE AT BOTH GENERAL BODY AND EXECUTIVE BOARD MEETINGS ARE AN EXPECTATION AND A NECESSITY.

CONTRACT:

I _____, agree that I will commit to all the duties and responsibilities expected of the position of **Community Service Chair** of NPHC at Bowling Green State University. If at anytime I fail to uphold these obligations, I understand that I may be removed from my position. The decisions that I make will be a reflection of the bylaws of the Council. I will be prepared to back up every decision that I make. Never will I be prejudice or unfair toward any individual or organization.

Signature of Community Service Chair

Date

Signature of Advisor/Grad Advisor

Date

Term of Office: _____, 20__ through _____, 20__