



# UCLA Panhellenic Board of Coordinators Application

Dear Prospective Applicant,

Thank you for your interest in joining the UCLA Panhellenic Board of Coordinators! The positions that are open for the 2020 calendar year are that of Recruitment Logistics Coordinator, Programming Logistics Coordinator, and Graphic Design Coordinator.

The Board of Coordinators is a committee under the Panhellenic Executive Board. Each coordinator will work directly under a VP to aid them with specialized aspects of their position. The Board of Coordinators has less of a time commitment in order to dedicate their time to their specific responsibilities.

You can find position descriptions for each of the Coordinator positions in our “Panhellenic Officer Descriptions” at [uclapanhellenic.com](http://uclapanhellenic.com), under “Bylaws and Documents.” Please indicate on your application your preferred positions.

A solid and genuine commitment to joining this board is imperative to the council’s success. Being a Panhellenic leader necessitates the ability to work as a team, take hold of a project from the outset and see it through to its completion, have a proactive attitude, affect positive change, and be an informed guide for the rest of the sorority community.

Good luck with the application process and please contact me with any questions or concerns!

Sarah Bergren

President, UCLA Panhellenic Council

[president.pan.ucla@gmail.com](mailto:president.pan.ucla@gmail.com)

## Important Dates and Information

Applications are due Friday of Week 3 (January 22<sup>nd</sup>) at noon in the Panhellenic Council mailbox in the Office of Fraternity and Sorority Life in 109 Kerckhoff Hall. After you complete your application, we will contact you to confirm that we have received it.

1. For current position descriptions please consult our updated bylaws at [uclapanhellenic.com](http://uclapanhellenic.com)
2. Interviews will be conducted by the President and VP officer(s) that the coordinator position is under. You will be contacted after turning in your application regarding the interview process - not all applicants will require an interview.
3. Regular meetings with the Executive Council and the Board of Coordinators will begin Week 6 of Winter Quarter and will be held every other Monday from 4:00 pm-5:00 pm (coordinators will attend meetings on Week 6, 8, and 10.) Additionally they are required to attend Panhellenic Delegate Meetings on Tuesdays from 5-6pm for the even weeks of Winter Quarter starting Tuesday Week 6.

## Eligibility

1. Eligibility to serve as an officer shall depend on your organization's class of membership:
  - A. **Regular membership.** Members from women's fraternities holding regular membership the UCLA Panhellenic Association shall be eligible to serve as any officer.
  - B. **Provisional membership.** Members from women's fraternities holding provisional membership in the UCLA Panhellenic Association shall not be eligible to serve as an officer.
  - C. **Associate Membership:** Members from the women's fraternities holding associate membership in the UCLA Panhellenic Association shall be eligible to serve as any officer.
2. A Panhellenic officer must be registered with the University of California, Los Angeles and enrolled as a full time student in good academic standing with the university. She must maintain a minimum 2.0 quarterly and overall GPA throughout her term.
3. No more than 2 members from the same chapter may be elected.
4. All Panhellenic Officers must be in good standing with their own organization to be eligible to serve in her role.

If you have any questions about eligibility requirements, please reach out to the Panhellenic President at the following email address: [president.pan.ucla@gmail.com](mailto:president.pan.ucla@gmail.com)

**2020 Board of Coordinators Application**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Chapter: \_\_\_\_\_

Year in School: \_\_\_\_\_ Quarter Initiated: \_\_\_\_\_ Cumulative UCLA GPA: \_\_\_\_\_

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Coordinator Positions: Please rank in order of preference all positions that you would like to be considered for.

\_\_\_\_\_ Recruitment Logistics Coordinator

\_\_\_\_\_ Programming Logistics Coordinator

\_\_\_\_\_ Graphic Design Coordinator

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Answer the following questions in no more than 300 words per question. Please use this page as a cover page. Include your answers to the questions on a separate sheet of paper, and attach a resume.

1. Please explain what motivated you to want to be a member of the Panhellenic Board of Coordinators.
2. What unique experiences, qualifications, and skills do you have that will enable you to be successful at the position(s) you indicated?
3. Briefly explain your time commitments for the 2020 calendar year.

Your signature confirms that you will meet the eligibility obligations outlined in the application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_