Greek Life Facilitator
2015-2016 Application

Instructions

1. Read the entire document carefully.
2. Fill out the “Greek Life Facilitators Application Cover Sheet” and attach it to the front of the other documents requested in the application.
3. Keep pages 1-4 of this application for your reference.
4. If you have questions contact Megan Steely (meganf@uark.edu)

Selection Timeline and Important Dates:

Friday, April 17th: Applications Due by 5:00pm to the Greek Life Leadership Center. Any one apply to be on the Executive Board should sign up for an interview when they submit their application.

Tuesday, April 21st and Thursday, April 23rd: Executive Board Interviews held in the Greek Life Leadership Center

Friday, April 24th: Applicants will be notified if you have been selected as a member of Greek Life Facilitator for 2014-2015

Tuesday, April 29th: 2014-2015 GLF Meeting for All New and Old Members and at 6:00pm

Wednesday, April 29th: Executive Board & Programming Chair Transition Meeting immediately following GLF meeting

2015-2016 Greek Life Facilitator Meetings

All Greek Life Facilitator Meetings (executive board, general body and committee meetings) will be on Tuesday’s at 6pm. The Executive Board will be expected to meet every week, and all other facilitators will have meetings 3 times per month

Greek Life Facilitator Job Descriptions

Facilitator (50 positions)- The general duties, expectations, and responsibilities of a facilitator are the following:

- Serve on 1 GLF Committee (facilitators will be selected to serve on a specific committee at the time of application)
- Attend all committee meetings for which the facilitator is a member
- Attend and assisted with all programs planned by the committee for which the facilitator is a member
- Attend all GLF General Body meetings
- Attend and assist with one GLF program not hosted by the committee for which the facilitator is a member
- Serve as a mentor and role model for the Greek community at all times
- Maintain an GPA of 2.5 or higher

President (1 position)- the general duties, expectations, and responsibilities of the President include, but are not limited to, the following:

- Call and preside at all executive board and general body meetings of the Greek Life Facilitators
- Meet regularly with the GLF Advisor and other University Administrators as needed
- Hold all executive board officers accountable for their goals and responsibilities
• Complete paperwork to ensure Greek Life Facilitator’s status as a Registered Student Organization (RSO)
• Work with the GLF advisor to organize and plan the GLF retreats and training as needed
• Be responsible for the official external correspondence of Greek Life Facilitators unless provided for otherwise
• Attend all major events held by Greek Life Facilitators and its executive board, as well as any President’s Council meeting set by the Greek Life Leadership Center staff
• Responsible for meeting and correspondence with all committee chairs to determine events for the academic year
• Hold all committee chairs accountable for their goals and responsibilities

Secretary/ Treasurer (1 position): the general duties, expectations and responsibilities of the Secretary/Treasurer include, but are not limited to:

• Record or collect, report, and distribute minutes to all Greek Life Facilitators or committee meetings and GLF Advisor of all meetings held
• Keep an up-to-date roll of the members of Greek Life Facilitators
• Be responsible for the official internal correspondence of Greek Life Facilitators unless provided for otherwise
• Prepare a schedule of meetings dates/times and a roster of Greek Life Facilitators to be distributed to all members at the start of each new semester.
• Assist the President in completing all necessary paperwork to register Greek Life Facilitators as a Registered Student Organization (RSO) each fall
• Serve as the administrator of all social media utilized by Greek Life Facilitators and their respective programs
• Responsible for reserving all locations for meetings and events and providing at least four (4) hours of notice to the Union Reservations Staff when a meeting or event has been cancelled
• Attend all major events and meetings held by Greek Life Facilitators and its executive board
• Prepare and maintain the Greek Life Facilitator Budget, including maintaining up-to-date financial records.
• Receive all payments due to Greek Life Facilitators, collect payments for items, and give receipts
• Be responsible for the prompt payment of all bills
• Be responsible for all reimbursements between executive board officers, programming chairs and Greek Life Facilitators and between other registered student organizations
• Maintain a complete and up-to-date file of all materials related to this position, including, but not limited to, monthly budget summaries and financial transactions
• All monetary transactions, including purchases made for GLF sponsored events, should be cleared through the GLF Advisor
• Attend all major events and meetings held by Greek Life Facilitators and its executive board
• Collaborate with the committee chairs to publicize all events and programs sponsored by Greek Life Facilitators

Committee Chair (4 positions): the general duties, expectations and responsibility of a committee chair include, but are not limited to:

• Attend all general body, executive board and corresponding committee meetings
• Preside over all corresponding committee meetings
• Insure that accurate committee meeting minutes and attendance rosters are maintained and submitted to the secretary/treasurer within 72 hours of all committee meetings
• Insure the implementation of all programs which fall under the purview of the committee
• Insure of committee programs are assessed
• Insure that thorough transition documents are maintain for all committee programs
• Meet at twice a month with the GLF Advisor
• Give regular committee updates at all executive board and general body meetings

Eligibility Requirements

All members of Greek Life Facilitators must:

• Be an undergraduate student who is a member in good standing of a Greek chapter at the University of Arkansas*
• Maintain at GPA of 2.8 or higher
• Be in good standing with the university

All Greek Life Facilitators Executive Board Members must:

• Meet all of the requirements list above
• Be a Junior or Senior during the 2015-2016 academic year
• Have significant prior leadership experience such as Greek Life Facilitator, other Greek RSOs, Chapter Executive Board, Emerging Leaders, Orientation Leader, Resident Assistant, R.O.C.K. Camp or Parent and Family Programs Mentor, UIFI, etc.

*Individuals who are currently participating in the intake process are eligible to apply. The chapter president for organizations hosting intake should contact the GLF Advisor to insure that privacy of these individuals is maintained to the best of our ability during the selection process.

Committee Description

GAMMA Committee (20 members): Gamma stands for Greeks Advocating for the Mature Management of Alcohol. The committee will focus on alcohol related programming for the entire Greek community. The Gamma Committee will be responsible for Keeping It Real!, National Collegiate Alcohol Awareness Week (including Mock Tails) and Row Week Water Tables.

New Member Experience Committee (10 members): The New Member Experience Committee will focus on educational and leadership programing for Greek members in all 4 council who are in there 1st year of membership. This committee will create and oversee the New Member Program Series which will include recognition for students who participate in key programs. Additionally the New Member Experience Committee will host two 2 new member speaker events, and assist New Greek Council with Coke Date Kick Off, and Greek Sing.

Signature Program Committee (15 members): This committee will be responsible for planning and executing Greek Life Facilitators signature community wide events; Greek Getaway, Greek Summit, and Greek Give Day. Members of the Signature Program Committee will be expand to be present and play a crucial role at all 3 programs.

Sexual Assault Prevention Project (SAPP) Committee (5 members): The SAPP Committee will partner with key university stake holders to launch a year round program and campaign focused on preventing sexual assaults in
the Greek community. This program will include hosting 2 educational programs each semester that target key audiences within the community.
Greek Life Facilitator Application Cover Page

Name: _____________________________ Greek Organization: _____________________________

Email Address: _____________________________ Phone Number: _____________________________

Year in School: _____________________________ Expected Graduation: _____________________________

Year Initiated into Chapter: _____________________________ Cumulative GPA: _____________________________

Please rank any Executive Board positions you are interested in holding if selected as a Greek
Life Facilitator, or mark “I am not interested in serving on the Executive Board”

Executive Board Positions

_____ I am not interested in serving on the executive Board  _____ President

_____ Secretary/ Treasurer  _____ Committee Chair

Please rank which any committees you are interested in serving on. You may rank as many or as few
committees as you like, but you will be considered for membership on committees you do not rank.

_____ GAMMA Committee  _____ Signature Programs Committee

_____ New Member Experience Committee  _____ SAPP Committee

For more information regarding position and committee descriptions please read pages 1-4 of this
application

Please attach a separate sheet of paper and provide answers to the following questions.

1. Please attach a current resume.

2. What experience do you have being a facilitator or group/camp counselor?

3. What is your experience working or planning an event or program?

4. Why do you want to be a Greek Life Facilitator?

5. What would you to see Greek Life Facilitators accomplish next year?

I recognize that being a Greek Life Facilitator carries with it both privileges and responsibilities. I have
read pages 1-4 of this application and understand the requirements and duties of the position(s) I am
applying to serve in for the 2015-2016 academic year.

_________________________________________________________  _____________________________
Signature  Date