



## College Panhellenic Delegate Checklist

A critical part of your role as a College Panhellenic delegate is to represent your chapter to the College Panhellenic community. In doing so, you have the opportunity to bring forward discussion items in Panhellenic meetings, and to share Panhellenic matters and concerns with your chapter. You must actively participate in discussions and share information in order to keep the lines of communication open. You are your chapter's voting member for your College Panhellenic and should utilize all of the resources available to you. Make sure you know the following individuals and when to contact them:

Resource	Name	Email/phone	When to contact
Chapter advisor			
Chapter Panhellenic advisor			
Fraternity/sorority advisor			
NPC delegate			
Staff/volunteer contact			

### Panhellenic Meetings

Day: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Location: \_\_\_\_\_

### Other pieces of your delegate toolkit:

- Manual of Information (2019, 24<sup>th</sup> ed.)**
- College Panhellenic governing documents**
  - College Panhellenic bylaws
  - Standing rules
  - Recruitment rules
  - Code of ethics
- Panhellenic meeting documents**
  - Meeting minutes
  - Agendas
  - Committee reports
- Calendars**
  - Campus event calendar
  - Campus academic calendar
  - College Panhellenic calendar ([from NPC](#))
  - College Panhellenic calendar sponsored by your local Panhellenic
  - Fraternity/sorority life calendar
- Other delegate contact information**
  - Use space on back to collect names, organizations and contact information