



College Panhellenic Equity, Inclusion and Diversity Officer Recommendations

This resource is to assist College Panhellenics when including equity, inclusion and diversity efforts in their officer structure and bylaws. The National Panhellenic Conference recommends that ALL College Panhellenic officers have duties related to equity, inclusion and diversity rather than one role shouldering the work and responsibility. Below is a list of sample job duties and considerations to make as the College Panhellenic implements this necessary work.

Sample Job Duties

These duties are examples of the type of work officers may implement and oversee in their roles. Regardless of whether or not the College Panhellenic has multiple officers or a dedicated officer doing this work, these duties should be listed in the Officers and Duties section of the College Panhellenic bylaws.

1. Manage the College Panhellenic equity, inclusion and diversity plan.
2. Create partnerships with campus and community entities to promote new and existing opportunities and programming to the community (e.g., LGBTQ center, multicultural office, women's center.)
3. Coordinate education around equity, inclusion and diversity topics for the Panhellenic community, in conjunction with the programming officer (if applicable).
4. Serve as a resource for chapter equity, inclusion and diversity officers.
5. Coordinate with all College Panhellenic officers to bring awareness of equity, inclusion and diversity to all areas of Panhellenic operations.
6. Review all College Panhellenic operations such as recruitment, governing documents, officer selection, finances, etc. to improve accessibility and inclusivity.
7. Foster and promote a culture of inclusion that welcomes and celebrates Panhellenic members from diverse backgrounds and experiences.
8. Create or coordinate affinity spaces for marginalized members of the community.

Officer Considerations

- It is important to consider not only intent, but impact of how this role, or these duties are implemented. Unintentionally, College Panhellenics have contributed to harm by expecting members of marginalized identities to continue the emotional labor of educating the community.



- Equity, inclusion and diversity work is the job of every officer and committee chair. Even if your Panhellenic chooses to create an officer position specifically for this work, each officer should still have a responsibility to advance efforts in their areas of influence. If choosing to add a specific position, be clear what work will occur across the community in addition to the current work being done by the person in that role.
- When electing or selecting an officer in this role, this person does not need to be an expert, but does need to be an individual who is passionate about the work and has demonstrated self-work and growth in this area. Ask candidates what programs or trainings they have facilitated, what workshops they have attended, what books they've read, what media they've engaged with and what growth they've made as a result of their self-work.