POSITION PROFILE – PANHELLENIC DELEGATE

KEY SKILLS	• Ability to work with various stakeholders • Administrative skills • Advocating for others • Creative problem solving • Event planning skills • Project management

KEY RESPONSIBILITIES	• Representing Phi Sigma Sigma in all council activities
	• Reporting to Phi Sigma Sigma HQ staff any campus changes in the following:
	  ○ Membership recruitment rules
	  ○ Housing rules
	  ○ Campus total
	  ○ Panhellenic advisor
	  ○ Number of sororities on campus
	  ○ Discussions on extension
	• Fostering relationships with other campus organizations
	• Reporting any infractions filed against the chapter
	• Attending all required meetings

KEY PARTNERS	• Executive Board • Phi Sigma Sigma HQ staff • Campus Fraternity and Sorority Life Staff • Representatives from other organizations • Advisory Board
AN PANHELLENIC DELEGATE IS NOT…	• Only a note-taker at meetings • The sole voice of the chapter, but a representative of Phi Sigma Sigma on your campus
TIME COMMITMENT	• Consistent tasks/work throughout the year

Phi Sigma Sigma, Inc. © 2026