**A Council is defined as an advisory, deliberative, or legislative body of people formally constituted and meeting regularly to manage the affairs of an organization.**

**National Asian Pacific Islander Desi American Panhellenic Association (NAPA)**

Several Texas Asian Pan-Hellenic Council member organizations are members of NAPA. The mission of NAPA is one that “serves to advocate the needs of its member organizations and provides a forum to share ideas and resources within its members. NAPA supports the development of positive relations through open communication with interfraternal partners to enrich the fraternal experience.” In addition, their vision is to “set the gold standard for APIDA fraternities and sororities. In addition to meeting the association’s base standards, NAPA member organizations are exposed to resources and expertise to help them continually improve and be the best they can be. Universities, Greek Councils, and students want the best APIDA fraternities and sororities on campus and they can find them in NAPA.”

**Awards**: <http://www.napahq.org/inaugural-excellence-awards/#categories>

**Supporting Anti-Hazing Legislation:** <http://www.napahq.org/napa-supports-anti-hazing-legislation/>

**Commitment to Desi Community:** <http://www.napahq.org/napa-name-change-affirms-commitment-desi-community/>

**Week of Action for Domestic Violence Awareness Month:** <http://www.napahq.org/week-of-action-2016/>

**Voter Campaign:** <http://www.napahq.org/napa-powerup-vote-campaign/>

**Early History at UT**

The Texas Asian Pan-Hellenic Council is one of a handful of Asian Greek Councils [[1]](#footnote-1) on college campuses. The origins of TAPC started in early 2000 among three sororities, alpha Kappa Delta Phi Sorority, Inc., Kappa Phi Gamma Sorority, Inc., and Sigma Phi Omega Sorority, Inc., and their leadership. The women reached out and were supported in their efforts to form an Asian-interest Greek council by the Office of the Dean of Students, University Panhellenic Council, Interfraternity Council, and National Pan-Hellenic Council. A Latino-interest council was also beginning during this time as well. Letters of support were submitted to the Vice President of Student Affairs to secure funding for both the Asian-interest and Latino-interest councils. Funding was later secured in 2001 and was able to fund a SFL Coordinator.

**Checklist for New Council President and Executive Board**

 Update officers’ information

 Update Hornslink

 Audit GPA - Minimum GPA met (2.5) for officers and chapters

 Accurately track and report attendance, finances, meetings, philanthropy, and SFL events

 Attend Council Presidents Meetings regularly

 Attend Advisor meetings bi-weekly

 Communicate to member organizations about TAPC meetings and events

 Attend transition meetings with outgoing officers and advisor

 Create budget forecast, update and approval process

 Review TAPC Legacy Events and create pre- and post-event documentation that includes, but

 not limited to, surveys, milestone planning checklist, attendance, budget, expenses/receipts,

 contacts and advertising.

To assist with onboarding of new executive board officers, below is a list of the roles and duties of each position within TAPC. This has been cross-checked with the Constitution & Bylaws, 2013.

**President’s Role**

Explicitly Outlines:

* Supervise officers
* Coordinate affairs in accordance with the established programs and policies
* Represent TAPC externally
* Preside over meetings (according to Robert’s Rules of Order Newly Revised)
* Responsible for weekly agendas and itineraries\*
* Fill officer vacancies via an election process

Implicitly Outlines:

* Responsible for adhering to the constitution and by-laws
* Attend Gavle Club, Council Presidents and other meetings coordinated by SFL
* Meet with SFL Advisor(s) bi-weekly
* Communicate successes, roadblocks, leadership issues and needs to Exec, Council and SFL Advisor
* Ensure goal completion and accountability of officers and delegates
* Communicate with officers
* Address grievances or complaints brought before the council
* Operate in accordance with University Policy and Procedures.
* Coach officers to uphold constitution/policies/bylaws in their role

**Vice-President**

Explicitly Outlines:

* Evaluate executive board members
* Responsible for Judicial Board
* Represent and preside over meetings in the absence of the president
* Assume duties of the President, if the President is absent, removed, resigns, or no longer eligible

Implicitly Outlines:

* Understand, use, and coach others on Roberts Rules of Order
* Track duties and goal completion of officers
* Provide feedback on programs/events
* Organize debrief and capture feedback during meetings
* Stay within allocated budget
* Utilize the Google Drive
* Comply with constitution/bylaws
* Communicate with advisor
* Communicate with officers
* Attend all TAPC meetings
* Coach officers to uphold policies/bylaws in their role

**VP of Finance**

Explicitly Outlines:

* Coordinate financial management of council
* Create council budget and present to Exec Board and member organizations
* Responsible for fundraising efforts
* Collect dues and issue receipts for payments every semester
* Administer reimbursements from receipts
* Maintain accurate budget records and report out financial status
* Report on current budget status regularly

Implicitly Outlines:

* Send invoices to chapter delegates and presidents
* Communicate with officers about events that need funding, allocation of funds, etc.
* Completes fundraising proposals and submits them
* Access to banking information
* Must maintain and update banking information, including transition of new officer
* Establish process to vote-on/approve budget for each semester/academic year
* Establish budget controls
* Establish and manage reimbursement process, if and when applicable
* Communicate with advisor
* Comply with constitution/bylaws
* Communicate with officers
* Attend all TAPC meetings
* Coach officers to uphold policies/bylaws in their role

**VP Administration**

Explicitly Outlines:

* Maintain all TAPC records, including meeting minutes and order of business
* Maintain records of active members
* Distribute minutes to members
* Maintain calendar
* Responsible for communication, as delegated by the President

Implicitly Outlines:

* Maintain roster of Executive Board members and delegates
* Create weekly agendas (and get officers to contribute)
* Maintain and communicate Council components for Good Standing to SFL
* Maintain Hornslink officer and roster
* Use Google Drive
* Design internal communication strategy and present to officers/TAPC
* Create communication templates for current and future use
* Prompt member organizations about calendar
* Communicate with advisor
* Comply with constitution/bylaws
* Communicate with officers
* Attend all TAPC meetings
* Coach officers to uphold policies/bylaws in their role

**VP of Risk Management**

Explicitly Outlines:

* Responsible for amendment process, tracking changes, and updating constitution
* Responsible for holding members/organizations to council standards, behavior expectations, and performance targets
* Promote safety education workshop attendance (and compliance)
* Responsible for planning and hosting Delegate/Junior Active retreat each semester
* Ensures members/organizations comply with regulations, laws, and UT Austin rules

Implicitly Outlines:

* Understands, use, and coach others on Roberts Rules of Order
* Design process for getting feedback, co-creating, and communicating constitution/by-law changes
* Facilitates discussion and communicates alcohol, safety, and risk management best practices
* Attends alcohol, safety, and risk management related trainings, events, and programs
* Communicate with advisor
* Comply with constitution/bylaws
* Communicate with officers
* Attend all TAPC meetings
* Coach officers to uphold policies/bylaws in their role

**VP of Public Relations**

Explicitly Outlines:

* Responsible for creating, planning and implementing promotional content
* Creating and distributing promotional materials
* Maintain website(s) and ensure information is accurate on other websites
* Responsible for hosting field day or alternate program

Implicitly Outlines:

* Knowledge of institutional trademark policies for student organizations
* Communicate TAPC events, as well as member organization events, to the UT community
* Maintain a record of flyers and any promotional materials
* Design external communication strategy (including social media) and present to officers/TAPC
* Create Communications calendar
* Use social media
* Align messaging with values and goals of council
* Communicate with officers with publicity needs
* Stay within allocated budget
* Take photos at events
* Communicate with advisor
* Comply with constitution/bylaws
* Communicate with officers
* Attend all TAPC meetings
* Coach officers to uphold policies/bylaws in their role

**VP of Service and Philanthropy**

Explicitly Outlines:

* Responsible for creating, planning, and implementing service-related events
* Coordinate a minimum of one community service event each semester
* Schedule philanthropy weeks and mandatory dates for member organizations
* Responsible for planning the Asian Cultural Expo Week or alternative event

Implicitly Outlines:

* Responsible for reporting philanthropy attendance
* Design service events that meet the mission, needs, and values of member organizations
* Document event details, including action plan, preparation, day-of, post debrief, attendance, budget, and success metrics.
* Understand service and philanthropy
* Communicate with advisor
* Comply with constitution/bylaws
* Communicate with officers
* Attend all TAPC meetings
* Coach officers to uphold policies/bylaws in their role

**Delegate’s Role**

Explicitly Outlined:

* Liaise between TAPC and organization
* Responsible for submitting all required documents (rosters, calendars, etc.)
* Pay membership dues to VP Finance on-time

Implicitly Outlined:

* Update, communicate with, and engage chapter members during chapter meetings about TAPC business
* Attend all TAPC meetings
* Capture accurate notes during meetings
* Participate and communicate during meetings
1. <http://bruinagc.com/home>; <https://greeklife.usc.edu/chapterrecognition/#greekOne>; <https://www.binghamton.edu/greek-life/governing-councils/agc.html> [↑](#footnote-ref-1)