(7) Shall assist members of any chapter colonization.
(8) Shall keep accurate records of all recruitment events and correspondence to NPC Area Advisor.
(9) Regular office managerial functions.

The Vice President of Special Events

(1) Assist the Greek Advisor in planning and facilitation of the Greek Events: Homecoming, Greek Week, Greek Retreats, etc.
(2) Homecoming:
   (a) Attend University committee and Ad Hoc meetings.
   (b) Correspond with the Panhellenic Council regarding the Homecoming events
   (c) Help facilitate the Homecoming Parade, decoration of Homecoming Box, Homecoming Display and decoration of the NSU quadrangle.
   (d) Responsible for maintaining budget for Homecoming.
(3) Greek Week
   (a) Help Greek Advisor correspond with group about Greek Week Events
   (b) Correspond with IFC, NPHC, and Greek Council.
   (c) Shall coordinate events: songfest, track and field, banquet, etc.

The Recording Secretary

(1) Keep an up-to-date roll of the members of Panhellenic Council and call it at all Council meetings.
(2) Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternity.
(3) Keep full minutes of all meetings of the Nicholls State University Panhellenic Association, the Panhellenic Council and a record of all action taken by the Executive Board.
(4) Maintain a complete and up-to-date file, which will include the minutes of meetings of the Nicholls State University Panhellenic Association and its Panhellenic Council from date of its organization; copies of all contracts made by the Panhellenic Council, current correspondence.
(5) Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise
(6) Perform all other duties usually pertaining to this office.

The Treasurer:

(1) Be responsible for the general supervision of the finances of the Nicholls State University Panhellenic Association.
(2) Be responsible for the preparation of the annual budget, and following its approval by the Panhellenic Council, for providing a copy to each Nicholls State University Panhellenic Association member fraternity.
(3) Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.