Executive Board Application 2015

Requirements:

- Complete and submit this application
- Sign up for an interview with members of the IFC executive board and IFC advisor (signups are located outside the IFC advisor’s office door, SU 330)
- Must hold at or above a 2.65 GPA
- Must be in good standing with your chapter
- All candidates should be in good standing with the university and enrolled as a full-time student (12 or more hours) unless fewer credits are required to graduate during their term of office.
- Should no qualified man apply by the established deadlines, the elected officers should review and decide to suspend any or all of the stated deadlines.
- Those elected must be available to attend the FSL Leadership Summit on January 12-14, 2016, the FSL Academy on January 30, 2016 and the Officer Installation: November 22, 2015

General Interfraternity Council Executive Board Expectations:

- Attend all required officer meetings. Absences may only be excused by the President for executive officers.
- Provide an officer report of all actions and business related to her respective office at all executive and regular meetings of the collegiate council.
- Submit a report to the Vice President of Community Relations for inclusion in the council meeting agenda.
- Attend and participate in required university and IFC trainings, council retreats, and transition meetings.
Interfraternity Council Executive Board Position Descriptions

All eight positions on the Interfraternity Council Executive Board will be selected through slate in the 2016 calendar year. These positions are President, Vice President of Judicial Affairs, Vice President of Recruitment, Vice President of Finance, Vice President of Scholarship, Vice President of Member Development, Vice President of Community Relations and Vice President of Philanthropy.

IFC President shall:
A. Provide guidance and focus to the efforts of the General Body and Executive Committee.
B. Preside over all meetings of the General Body and Executive Committee.
C. Cast the final vote in the event of a tie.
D. Build rapport and establish positive working relationships between IFC and Member Fraternity leaders.
E. Serve as the official spokesperson for the fraternity community
F. Establish positive working relationships with campus and local law enforcement agencies.
G. Regularly interact with the leaders of other governing councils and campus organizations.
H. Establish a working relationship with key college administrators.
I. Establish a working relationship with and communicate campus data, issues, and trends in a timely manner to the NIC.
J. Maintain current information for accurate Member Fraternity rosters.

IFC Vice President of Judicial Affairs shall:
A. Serve as chair of the IFC Judicial Committee and serve as the non-voting Chief Justice of all IFC Judicial Board hearings.
B. Investigate and refer to the IFC Judicial Board alleged violations of IFC policy, including but not limited to:
   a) the IFC Constitution, Bylaws, and policies;
   b) Federal, state, and local laws;
   c) the rules and regulations of Middle Tennessee State University ; and
   d) the general values-based conduct of fraternity men.
C. Ensure proper filing and preparation for all judicial actions.
D. Ensure compliance with all IFC judicial action imposed upon a Member Fraternity.
E. Educate Member Fraternities on the IFC Constitution and Bylaws, judicial processes, and risk management policies.
F. Conduct judicial policy and procedures training for new IFC Judicial Committee justices.
G. Assist in conflict mediation between Member Fraternities.
H. Review all IFC governance documents, at least annually.
IFC Vice President of Recruitment shall:

A. Serve as chair of the IFC Recruitment Committee.
B. Utilize technology (social media, fraternityinfo.com, etc.) in recruitment and marketing efforts.
C. Produce and distribute promotional materials to all incoming students and unaffiliated students.
D. Develop recruitment workshops and programs for Member Fraternities.
E. Uphold the IFC Recruitment Policy and ensure no restrictive policies are placed on new member recruitment.
F. Maintain an interest list of Potential New Members.
G. Collect and maintain accurate New Member Rosters for each Member Fraternity.
H. Provide advice and support to Member Fraternity recruitment officers.

IFC Vice President of Finance shall:

A. Serve as chair of the IFC Finance Committee.
B. Supervise the annual budget process.
C. Collect IFC Member Fraternity dues or other assessments as needed.
D. Maintain accurate records throughout the year through invoicing and receipts.
E. Review and approve all IFC Expenditure Request Forms and IFC Reimbursement Request Forms.
F. Make all disbursements with a cosigner.
G. Prepare financial statements monthly and at the end of each term for distribution to all Member Fraternities.
H. Make bank deposits when necessary and in a timely manner.
I. Provide advice and support to Member Fraternity financial officers.

IFC Vice President of Scholarship shall:

A. Coordinate a scholarship chair orientation program for Member Fraternities.
B. Collect and distribute academic performance rankings.
C. Publish important academic dates and deadlines.
D. Collect and distribute information about campus academic services, such as tutors, the writing lab, math lab, learning assistance programs, interest tests, career counseling, placement workshops, and library resources.
E. Work individually with member fraternity scholarship chairs below the all-men’s grade point average.
F. Build and maintain relationships with faculty, academic offices, and academic honorary societies.
G. Provide advice and support to Member Fraternity scholarship officers.

IFC Vice President of Member Development shall:

A. Develop best practices for new member and member education programs for Member Fraternities.
B. Collect and report new member retention, academic, and involvement statistics.
C. Organize, develop, and implement a new member orientation program.
D. Develop opportunities for continuing member education by collaborating with alumni, Middle Tennessee State University offices and departments, and student organizations to offer educational programming covering the following topics: academic achievement, alcohol consumption, career preparation, civic engagement, hazing, leadership development, sexual assault/abuse, and values and ethics.
E. Provide advice and support to Member Fraternity member development officers.

IFC Vice President of Community Relations shall:
A. Serve as secretary of the IFC General Body.
B. Develop and execute a public relations and social media strategy.
C. Develop service projects and philanthropic events for Member Fraternities.
D. Collect and report Member Fraternity community service hours, philanthropic dollars, and activities.
E. Collect and disseminate information on the fraternity community to all campus and community media sources.
F. Keep the media informed on upcoming events or potential news.
G. Establish a positive working relationship with external constituents.
H. Assist in the development of various IFC publications and outreach programs.
I. Provide advice and support to Member Fraternity community service/philanthropy officers.

IFC Vice President of Philanthropy shall:
A. Plan events to support the Interfraternity Council’s philanthropies.
B. Inform chapters of philanthropy events and volunteer opportunities in the community.
C. Support all philanthropic events held by organizations within the fraternity and sorority community.
D. Coordinate Walk a Mile in Her Shoes, Movember and all other IFC sponsored philanthropic events and activities.
E. Maintain correspondence with chapter community service and philanthropy chairs.

Application Timeline

October 5: Application becomes available

October 16: Applications are due by 4:30 pm to the Center for Student Involvement and Leadership, SU 330
Please sign up for an interview at this time.

November 4: Slate will be presented at IFC Council meeting. November
11: Candidates will give speeches and elections will be held.
Name: 

Cumulative GPA: ___________ Classification: ________________

Chapter: ________________ M#: _________________________

Phone Number: ________________ Email: ______________________

Rank the positions you are most interested in applying for (the number 1 showing most interested in and 8 showing least interested in). Only rank positions you are interested in applying for.

_____ President
_____ Vice President of Judicial Affairs
_____ Vice President of Recruitment
_____ Vice President of Finance
_____ Vice President of Scholarship
_____ Vice President of Member Development
_____ Vice President of Community Relations
_____ Vice President of Philanthropy

Please answer the following question to the best of your ability using no more than 250 words per question (some questions will not require answers of this length). Attach your typed responses and a resume to this application.

1. Describe why you are interested in serving the IFC Executive Board.

2. Look at your top three position choices. What are some ideas/goals that you have for each position and explain how you would go about accomplishing these ideas/goals?

3. What is your vision for the Interfraternity Council and the fraternity/sorority community as a whole?

4. What do you believe are the top three issues affecting the relevancy of fraternities and sororities at MTSU and how would you work to make fraternities and sororities more relevant on this campus?

Candidate Qualification/Time Commitment:

By submitting my application, I agree to adhere to the following expectations:


2. Attend all IFC General Meetings, IFC Executive Meetings, Retreats, Conferences, and all other IFC events and activities.

3. Complete all officer-related expectations from the Constitution and Bylaws that are assigned/accepted by me.

4. Serve a term of office that runs December 1, 2016-December 1, 2017.

______________________________  ________________________________
Signature                          Date