Interfraternity Council Executive Board
Application 2019

Requirements:

- Complete and submit this application.
- Sign up for an interview with members of the IFC executive board and IFC advisor if chosen to interview. Sign-ups will be sent out via email.
- Must hold at or above a 2.75 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.
- Must be able to attend weekly IFC meetings at 5pm and weekly IFC executive board meetings at 9am.

General Interfraternity Council Executive Board Expectations:

- Attend all required officer meetings including weekly executive board meetings and one on one with IFC Advisor. Absences may only be excused by the IFC President.
- Complete one work hour per week in the IFC office.
- Provide an officer report of all actions and business related to his respective office at all executive and regular meetings of the IFC.
- Submit a report to the Vice President of Administration for inclusion in the council meeting agenda.
- Attend and participate in required university and IFC trainings, council retreats, and transition meetings.
- Perform other duties as assigned by the Director of Fraternity and Sorority Life or their designee.

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Interfraternity Council Executive Board Position Descriptions

All five positions on the Interfraternity Council Executive Board will be selected through slate in the 2018 calendar year. These positions are President, Vice President of Judicial Affairs, Vice President of Membership, Associate Vice President of Logistics, and Associate Vice President of Administration.

**IFC President shall:**
- A. Serve as the official representative of the IFC.
- B. Provide guidance and focus to the efforts of the General Body and Executive Board.
- C. Preside over all meetings of the General Body and Executive Board.
- D. Serve as the de facto delegate of IFC at CPH and NPHC meetings.
- E. Oversee and assist with the work of the Vice Presidents and Associate Vice Presidents.

**IFC Vice President of Judicial Affairs shall:**
- A. Serve as the Chief Justice of all IFC Judicial Board hearings.
- B. Enforce the IFC Constitution and Bylaws.
- C. Hear all recruitment infraction cases.
- D. Review IFC Bylaws once a semester and present changes.
- E. Hold a Judicial Training once a semester.
- F. Maintain the usage of Robert’s Rules of Order in all meetings of the General Body.
- G. Oversees the work of the Associate Vice President of Administration.
- H. Serves as the interim IFC President if the President is deemed unable to fulfill their prescribed duties until an election can take place.
- I. Ensure proper filing and preparation for all judicial actions.
- J. Ensure compliance with all IFC judicial action imposed upon a Member Fraternity.

**IFC Vice President of Membership shall:**
- A. Assemble and serve as the chair of the IFC Membership Committee.
- B. Oversee and plan New Member modules in coordination with FSL and Panhellenic.
- C. Attend all CUSTOMS sessions and serve on the FSL Orientation Team.
- D. Compile and distribute potential new member interest lists.
- E. Oversees the work of the Associate Vice President of Logistics.
- F. Uphold the IFC Recruitment Policy and ensure no restrictive policies are placed on new member recruitment.
- G. Provide advice and support to Member Fraternity recruitment officers.
- H. Work with chapters who do not meet the IFC scholarship standards to ensure their improvement and success.
- I. Setup scholarship meetings with chapters who do not meet the All Men’s GPA each semester.

**IFC Vice President of Logistics shall:**
- A. Actively plan philanthropic events and seek out philanthropic opportunities for the IFC General Body.
- B. Complete Use of Facilities forms needed for IFC Events in a timely manner.
- C. Develop and execute a public relations and social media strategy.
- D. Keep the media informed on upcoming events or potential news.
- E. Establish a positive working relationship with external constituents.
- F. Provide advice and support to Member Fraternity community service/philanthropy officers.
IFC Vice President of Administration shall:

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

Application Timeline:
February 10th - Application becomes available
February 20th - Applications are due by 4:30 pm to the Center for Student Involvement and Leadership in SU330
February 25th - Candidates will give speeches and elections will be held at IFC meeting
Rank the positions you are most interested in applying for (the number 1 showing most interested in and 9 showing least interested in). Only rank positions you are interested in applying for.

____ President
____ Vice President of Judicial Affairs
____ Vice President of Membership
____ Vice President of Logistics
____ Vice President of Administration

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 on 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:

1. Support the mission, values and vision of Middle Tennessee State University, MTSU Fraternity and Sorority Life, Panhellenic Council, Interfraternity Council, and National Pan-Hellenic Council.
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. I agree to attend the following mandatory dates:
   a. Weekly IFC meetings at 5pm on Mondays.
   b. Weekly IFC Executive Board Meetings at 9am on Wednesdays.

_________________________________   _______________________
Signature       Date

Due February 20, 2019 by 4:30 p.m. to the CSIL Office, Student Union Building Room 330