**2019**

**Interfraternity Council Executive Board**

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**Information & Application Packet**

**Application Due:**

October 29th at 11:59 PM

to IFCUSF.PRESIDENT@gmail.com

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| **Positions on the IFC Executive Board** |

Council President

Executive Vice President

Vice President of Scholarship

Vice President of Marketing

Vice President of Recruitment

Vice President of Member Development

Vice President of Judicial Affairs

Vice President of Programming

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| **Minimum Requirements to serve on the IFC Executive Board** |

1. Must be in good standing with the IFC Chapter, Inter/National Fraternity, Office of Fraternity & Sorority Life and University of South Florida
2. Must hold a 2.85 cumulative and semester grade point average before and while holding the position
3. Must not hold the position of President in your respective Chapter or hold any Recruitment related positions in your chapter
4. Must be present in Tampa for a minimum of 7 weeks during the Summer 2019 term

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| **Position Descriptions and Duties for the IFC Executive Board** |

**Council President**

1. Attend all IFC and Executive Board meetings
2. Responsible for the overall operation of the IFC and its representatives
3. Serves as the presiding chair at all IFC Meetings
4. Attends all Council Presidents Meetings
5. Evaluate and create multi-year strategic plan for the IFC
6. Provide new officers with training and education on fraternal values
7. Works with IFC Executive Board members to develop annual goals
8. Supervises the programs and work of the IFC Executive Board
9. Meets weekly, or as necessary, with the IFC Advisor in the Office of Fraternity & Sorority Life
10. Coordinate and establish the IFC Executive Board Election and Appointment Processes
11. Be the IFC student representative with the University of South Florida Police Department and other affiliates on IFC related happenings
12. Execute Chapter officer to council officer transition program
13. Acts as a liaison between the IFC and other Governing Councils to assure constant communication between the Fraternity & Sorority Community
14. Provides formal feedback to IFC Executive Board members via a semesterly Performance Appraisal Meeting
15. Serves as the face of IFC to all internal and external constituents
16. Perform all other duties as required by this position

**Executive Vice President**

1. Attend all IFC and Executive Board meetings
2. Assumes the position of President in case of a temporary or permanent disability of the President
3. Yearly update bylaws and constitution in accordance with the IFC Executive Board
4. Responsible for disseminating all information as deemed necessary by the IFC Executive Board
5. Ensure that all IFC Chapters/Associates turn in all paperwork required by the IFC in a timely manner
6. Conduct an IFC retreat in conjunction with the IFC Advisor in the Office of Fraternity and Sorority Life
7. Ensure completion of AFLV packet
8. Be an open resource to the remaining Vice President positions
9. Meets monthly, or as necessary, with IFC Advisor in the Office of Fraternity and Sorority Life
10. Perform all other duties as required by this position
11. Prepare a budget for the IFC Executive Board to submit to the IFC Council of Presidents for approval
12. Creates the IFC General Meeting, Special Meeting, and IFC Executive Board Meeting agendas
13. Regulate the finances of the IFC in strict line with the budget and authorize all IFC purchases
14. Collect all payments owed to IFC and notify the IFC President when a member fraternity is in arrears
15. Pay all bills owed by the IFC

**Vice President of Scholarship**

1. Attend all IFC and Executive Board meetings
2. Collects grade point averages for all IFC Chapters/Associates each semester and reports such information in IFC general meetings, Special Meetings, and IFC Executive Board Meetings
3. Reviews new member GPA’s and retention rates, as well as provides programming to all IFC Chapters/Associates in relation to new member GPA and retention
4. Conducts a workshop/roundtable for chapter scholarship chairs once a semester to review academic programs and preferential programs/workshops pertaining to academic achievement
5. Implements education programs/workshops pertaining to academic achievement once a semester, collaborating with other councils or academic initiatives at USF.
6. Provides and plans a scholarship for incoming non-Greek students.
7. Provides and plans a scholarship for current IFC members to attend a leadership conference with a focus on academic achievement, such as UIIF of Futures Quest programs of the NIC.
8. Implements the Scholarship policy outlines in Article VII and formally communicates to and IFC Chapter/Associate that are in direct violation of the Scholarship policy or may be in risk of violation.
9. Perform all other duties as assigned

**Vice President of Marketing**

* + 1. Attend all IFC and Executive Board meetings
    2. Creates and establishes a brand for the IFC
    3. Monitors how many philanthropic dollars individual IFC Chapters/Associates and the IFC raise
    4. Responsible for collecting data in regards to community performance for size, scholarship, recruitment, community service hours, philanthropic events and funds raised, as well as any data that the current IFC board and Chapter/Associate Delegates see fit.
    5. Monitors how many community service hours are performed by individual IFC Chapters/Associates
    6. Publish a newsletter of the community's accomplishments and initiatives at least four (4) times yearly.
    7. Serve as the Webmaster for the IFC Website
    8. Gather information and market on areas of Recruitment, IFC Chapter/Associate Accomplishments & Participation, and IFC Achievements and markets
    9. Plan and implement events, open to the public, highlighting the positive aspects of Fraternity & Sorority Life
    10. Designs and implement a year-round marketing plan (including a timeline and budget) for recruitment, in conjunction with chapter marketing or recruitment chairpersons
    11. Collects information about all IFC Chapters/Associates for the creation of recruitment materials for parents and prospective members
    12. Create a recruitment guide marketing material each semester
    13. Establishes connections with other USF entities with the intention of promoting interfraternalism to prospective members
    14. Checks and approves all chapter recruitment themes and publicity for appropriateness, positive reflection of fraternal values, and consistency with the IFC marketing plan
    15. Conduct a roundtable with IFC Chapter recruitment chairmen to create year-round marketing and recruitment programming.
    16. In Conjunction with the VP of Programming, Sponsor an informational program for students and parents that includes but is not limited to: alcohol policies, chapter academic programs, new member retention rates and programs, leadership and opportunities, cost of membership, chapter conduct statistics, hazing prevention
    17. Create parent resources that positively reflect the values of IFC and answer important frequently asked questions
    18. In conjunction with the VP of Programming, Conduct outreach programming to local high school students in order to promote the fraternity experience to college-bound students
    19. Perform all other duties as assigned

**Vice President of Recruitment**

1. Attend all IFC and Executive Board meetings
2. Responsible for implementation of IFC recruitment
3. Designs and implements a year-round plan for recruitment, including a timeline and all chapter and council recruitment events
4. Coordinate all Orientation showcase sessions
5. Evaluates the successes and areas for improvement around formal recruitment, concluding with a thorough presentation of the findings to the IFC Presidents and Delegates
6. Holds informational programs about the Fraternity/Sorority Community and IFC for prospective members
7. Responsible for implementation of a Recruitment Staff Program
8. Meets monthly, or as necessary, with IFC Advisor in the Office of Fraternity and Sorority Life
9. Perform all other duties as assigned

**Vice President of Member Development**

1. Attend all IFC and Executive Board meetings
2. Ensures that the IFC actively participates in National Hazing Prevention Week
3. Strategically plans and implements community-building activities at least two times a year
4. Conducts roundtable discussions for IFC Chapter/Associate Presidents twice a semester in regards to Greek retention and community advancement
5. Conducts roundtable discussions/workshop seminars for IFC Chapter/Associate New Member Educators once a semester to discusses values based education
6. In conjunction with the VP of Programming, strategically plans and implements community-building activities at least three times per year
7. Coordinate/Host educational meetings intended for general membership attendance that include but are not limited to: dynamics/working with different kinds of members, motivation and delegation, effective confrontation, goal setting and strategic planning, ethical leadership/decision making, and retreat planning
8. Provide resources, workshops, and support to chapters who fail to reach recruitment goals or have a chapter membership less than the average chapter size
9. Conduct an evaluation of chapter recruitment techniques, new member awareness of chapter governance, and publish results to chapter presidents
10. Educate chapters on common recruitment questions, best practices, effective strategies, and frequent mistakes
11. Conducts a leadership development program specifically targeted for new members once per semester
12. Meets monthly, or as necessary, with IFC Advisor in the Office of Fraternity and Sorority Life
13. Perform all other duties as required by this position

**Vice President of Judicial Affairs**

1. Attend all IFC and Executive Board meetings
2. Coordinate all educational, training, and programming sessions involving risk management with chapter social officers and risk managers
3. Coordinate and educate the Judicial Board
4. Coordinate scheduling of Risk Management events with all Greek governing councils
5. Coordinate workshops for the chapter community managers and Alumni boards to update them on housing codes and inspections
6. Coordinate the registration and monitoring of fraternity social events
7. Maintain official documentation of each respective fraternity’s national risk management policies
8. Become knowledgeable and comfortable with IFC Risk Reduction and Management Policies as well as recommended policies and procedures set forth by the Office of Fraternity & Sorority Life and USF
9. Conducts a workshop/roundtable for Risk Reduction & Social Chairman once per semester
10. Be responsible for the proactive monitoring of risk and other concerns with individual chapters
11. Be responsible for providing counsel to individual chapters concerning risk management issues
12. Ensure the IFC has a written emergency procedure policy, distributes the policy to all chapters, and holds a workshop that includes case studies at least once per academic year
13. Be responsible for developing and educating on best practices for individual chapter’s risk prevention programs
14. Meets monthly, or as necessary, with IFC Advisor in the Office of Fraternity and Sorority Life
15. Responsible for the overall operation of the IFC Conduct Board and its representatives
16. Serves as the presiding chair at all IFC Conduct Board meetings
17. Responsible for the continual training of the IFC Conduct Board Members
18. Conducts a workshop/roundtable for Standards/Conduct/Judicial chairpersons once a semester involving a campus judicial officer
19. Perform all other duties as required by this position

**Vice President of Programming**

1. Attend all IFC and Executive Board meetings
2. Actively advises, consults, and encourages chapters to host philanthropic and community service based events
3. Actively assists in development of philanthropic and service related chapter programing
4. Conducts roundtables/workshops for chapter community service chairpersons once a semester
5. Conducts roundtables/workshops for chapter philanthropic chairpersons once a semester
6. Conducts roundtables/workshops in regards to general event planning and program execution once a semester
7. Programs at least one (1) IFC community service project once per semester
8. In conjunction with the VP of Member Development, programs at least one (1) event per semester that promotes a general sense of IFC community bonding and fellowship
9. In Conjunction with the VP of Marketing, sponsor an informational program for students and parents that includes but is not limited to: alcohol policies, chapter academic programs, new member retention rates and programs, leadership and opportunities, cost of membership, chapter conduct statistics, hazing prevention
10. In conjunction with the VP of Marketing, conduct outreach programming to local high school students in order to promote the fraternity experience to college-bound students
11. Meet with the IFC Advisor in the Office of Fraternity and Sorority Life
12. Perform all other duties as assigned

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| **2019 IFC Executive Board Application** |

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| Full Name |  | UID # |  |
| Cell Phone |  | USF Email |  |
| Fraternal Affiliation |  |  |  |
| Semester Joined |  | Academic Year in School |  |
| Expected Graduation Date |  | Major |  |
| Spring 2018 GPA |  | Cumulative GPA |  |
| Summer 2019 Commitments |  | | |

**I am interested in being slated for the following positions** (please rank positions in order of preference: 1 = most preferred, 8 = least preferred. **Note: *DO NOT*** rank positions you do not want to be considered for):

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| Council President |  | Executive Vice President |  |
| Vice President of Scholarship |  | Vice President of Recruitment |  |
| Vice President of Member Development |  | Vice President of Marketing |  |
| Vice President of Programming |  | Vice President of Judicial Affairs |  |

**Please list the names and contact information for 2 references** (one must be a chapter member who you serve(d) with and the other must be a supervisor that can attest to your work ethic).

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| --- | --- | --- | --- |
| Name | Relationship to you | Email | Phone |
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My electronic signature below indicates my understanding and agreement to the expectations, my willingness to be slated for any position that I ranked, and I attest that the information I have supplied above is true. I authorize the Center for Student Involvement to verify my academic and judicial records to confirm my eligibility for this position.

Electronic Signature: Date:

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| **2019 IFC Executive Board Application Essay Questions** |

1. Why did you apply for the IFC Executive Board and what is your vision for the IFC Community during your term, 5 years from now, and 10 years from now?

2. What does an ethical and safe IFC community look like?

3. What new ideas would you bring to the IFC board and what current IFC initiatives would you seek to improve?

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| **2019 IFC Executive Board Application Checklist** |

* IFC Executive Board Application
* IFC Executive Board Essay Questions
* Copy of your resume (including Chapter leadership, council leadership, and non-Greek leadership, as well as work and education experience)
* Make sure your two references do not mind being called