Interfraternity Council of Virginia Tech

2015-16 Elected Officer Application Packet



*Individual transformation is not the point, the goal is to change the fabric of the community*

**Interfraternity Executive Board 2015-2016 Timeline**

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| --- | --- |
| December 15th | Applications Released |
| January 11th | Applications Due |
| January 17th | Elected Position Interviews |
| January 20th | Speeches at Presidents Meeting |

**FAQ’s**

**What are the requirements for running?**

In order to serve as an IFC officer, you must be a member of a fraternity, have a 2.65 GPA and have completed 30 hours of coursework. Exceptions for specific positions are that Standards and Risk Education Officer may not be on an active conduct sanction from the university and the office of President must have completed 60 hours of coursework. In order to run for president, you must have either served on IFC exec or been a chapter president prior to running. You cannot run for any position if you are currently on deferred suspension.

**What is the time commitment?**

The time commitment varies by position. There is a weekly President’s Council meeting (Wednesday at 8:00) and an IFC exec meeting (flexible) that officers are required to attend. Attendance is also required at Greek events such as Greek Awards, Homecoming festivities, community events, etc. One-on-one meetings occur between each officer and an advisor from Fraternity and Sorority Life (FSL). Then the further time commitment is the time that you will spend working on your individual positions. Each officer serves 2 office hours in the FSL each week.

**What is the timetable for elections?**

Applications will be due October 29th at 5PM at 117 New Hall West. Please fill out this application electronically, print it out and turn it in to Judy Duncan at the front desk in the office, or email it to Adil Dittmer @ adittmer@vt.edu.

**What is slating?**

The slating committee that you will interview with will ask you questions about your background, motivation, and goals. They will then recommend candidates that they believe will be most qualified for their position. The committee will typically recommend multiple candidates to give the Presidents an option to decide who they want to vote for. If you are not slated for a position, that does not mean that you cannot run at the election meeting or that you will not necessarily win your position. It is merely a suggestion from experienced Presidents that will have the opportunity to have more quality interaction with you.

IFC Positions

**President**

1. Represent all Interfraternity Council members in all matters pertaining to the Community, the University, and other universities.
2. Conduct the meetings of the Interfraternity Council Presidents’ Council.
3. Call regular and special meetings of the Executive Board, and the Interfraternity Council Presidents’ Council,
4. Coordinate and administer all activities of the Interfraternity Council.
5. Appoint all non-elected chairmen with the approval of the newly elected executive board members
6. Create an even distribution of chapters among the executive board members.
7. Act in the best interest of, and represent the Interfraternity Council and fraternity system at all times.

**Vice President**

1. Preside over the Interfraternity Council Presidents’ Council meetings in the absence of the President.
2. Preside over the Interfraternity Council Executive Board meetings.
3. Oversee all public and private functions of the Interfraternity Council and be versed in all Interfraternity Council activities and operations.
4. Manage the interactions between all member chapters and solve any problems or conflicts that may arise.
5. Sit on the Fraternity and Sorority Life awards committee as the representative from IFC

**Director of Standards and Risk Management**

1. Act as the chairman of the Interfraternity Council Standards and complete all necessary correspondence to National Organizations, the University, and the Community that pertains to standards issues
2. Take an active role in educating all fraternity men on Risk Management Policies by direct contact with the chapters risk management chairs and new members
3. Identify areas of risk in the Greek community and take measures to correct them
4. Help coordinate and plan the annual Risk Management Institute to be held each Spring

**Director of Scholarship**

1. Take an active role in helping member fraternities exceed all minimum standards for membership
2. Convene chapter scholarship chairs at least once each semester for a roundtable discussion
3. Actively promote high academic achievement by all Interfraternity Council member organizations
4. Meet with every organization's scholarship chair once a term to review their New Member Scholarship Plan and Active Member Scholarship Plan
5. Refer all organizations in violation of Interfraternity Council Academic Standards to the Director of Standards and Risk Management

**Director of Administration**

1. Record accurately, and file in the Interfraternity Council office, the minutes of each Interfraternity Council meeting.
2. Duplicate and distribute the minutes of the Interfraternity Council Presidents’ Council meetings to the member presidents within 48 hours of each meeting.
3. Maintain membership lists of all fraternities and to check attendance at all Interfraternity Council meetings.
4. Compile and distribute all necessary phone lists to all member fraternities.  
   Decide on all questions of parliamentary procedure and be well versed on the Interfraternity Council Constitution and Bylaws.
5. Maintain all official documents of the Interfraternity Council.
6. Act as Interfraternity Council historian
7. Publish all minutes of the Interfraternity Council for the semester and include attendance record for Presidents’ Council meeting on file.
8. Maintain all active Interfraternity Council listservs that include but are not limited to: Interfraternity Council Presidents Council, Interfraternity Council Executive Council, and all Interfraternity Council Committees.
9. Work with the Director of University Relations to ensure that the council website is kept current and up to date.

**Director of Finance**

1. Bill for, receipt, disburse, and keep accurate accounts for all Interfraternity Council funds.
2. Make, in writing, a monthly financial report to the Interfraternity Council at the first regularly scheduled meeting of each month.
3. Collect the dues and the fines from all classifications of Interfraternity Council members.
4. Create and present an Interfraternity Council budget to the Student Budget Board in the Spring semester following his term of office.
5. Create and present the annual budget at the second meeting of each Fall semester.  
   Oversees the assistant to the Director of Finance as appointed by the President.

**Director of Recruitment**

1. Direct, plan, coordinate, and publicize all functions and activities relating to Recruitment.
2. Report all recruitment violations to the Director of Standards and Risk Management.
3. Direct, along with the full knowledge and cooperation of the Interfraternity Council Executive Council, the creation and enforcement of all rules regarding Recruitment.
4. Consult regularly with chapter officials regarding rules, procedures, guidelines, and organization of Recruitment activities.
5. Publish and educate all Interfraternity Council members on Recruitment Rules on a regular basis.

**Director of Member Education**

1. Be responsible for the educational events for all new members as required by all governing documents of the Interfraternity Council.
2. Work in conjunction with the Office of Fraternity and Sorority Life to ensure the success of such events.
3. Plan and coordinate the yearly speaker sponsored by the Interfraternity Council
4. Plan and coordinate appropriate educational events for the Fraternity Community
5. One new member event must include education on University and NIC risk management policies.

**Director of Athletics**

1. Coordinate and administer all Interfraternity Athletic Events as outlined in Article XV
2. Keep accurate records for awarding the Interfraternity Council Athletic Award.
3. Ensure that all athletic events are held, organized, and officiated in a fair, non-biased manner.

**Director of University Relations**

1. Work with the Director of Administration to ensure that the council website is kept current and up to date.
2. Systematically review the chapters’ websites to ensure that they meet the standards of Interfraternity Council.
3. Publish a monthly newsletter announcing council and chapter accomplishments to distribute to the various constituents.
4. Attend all appropriate university open forums and meetings and serve as the Interfraternity liason to these constituents
5. Attend and serve as the Interfraternity Council liason to all Panhellenic Council, National Panhellenic Council, and Multicultural Greek Council, meetings

**Director of Community Relations**

1. Work closely with members of the Executive council and President’s council to make sure sponsored events are publicized and advertised to the general community.
2. Aid chapters with press releases through the Collegiate Times and the Department of Marketing and Advertising.
3. Ensure that the Greek Community is positively portrayed through the local media.
4. Attend meetings for external organizations (i.e. town gown)
5. Assist Director of University Relations pertaining to liaison duties

**Director of Philanthropy and Community Service**

1. Plan and coordinate Greek Week in congruence with the Panhellenic Council, National Panhellenic Council, and Multicultural Greek Council
2. Act as a resource for the Greek Community in planning and coordinating chapter philanthropic activities
3. Work with chapters struggling with their philanthropy to help combine efforts with another fraternal organization
4. Serve on the executive team every Fall for the annual Greeks Giving Back day of community service.
5. Assist the Big Event executive team every Spring to ensure maximum participation among fraternities.
6. Develop and seek community service opportunities for fraternity chapters throughout the term of office.
7. Develop and seek at least 1 service opportunity per semester for the Interfraternity Executive Council.

Interfraternity Council of Virginia Tech

**Executive Officer Candidate Application Form**

Due January 11th, 2015 by 5:00 PM

# 117 New Hall West

Blacksburg, VA 24061

540-231-6609

**NAME:**

**ADDRESS:**

**GPA:**

**STUDENT ID#:**

**SCHOOL PHONE:**

**MAJOR:**

**ACADEMIC YEAR:**

**AFFILIATION:**

**EMAIL:**

**POSITION(S) APPLYING:**

**PLEASE ANSWER THE QUESTIONS ON THE NEXT PAGE.**

**REQUIREMENTS FOR RUNNING:**

* **You must be a member of an IFC Fraternity**
* **You must have a 2.65 Cumulative GPA**
* **You must have at least 30 hours of coursework, 60 hours if applying for president**
* **You must not have an active conduct sanction if applying for Standards and Risk Education**
* **You must not be on deferred suspension**
* **You must have served on IFC Exec previously or been a president of your chapter to run for IFC President**

**Chapter President:** *x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Candidate:**  *x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*By signing above, I give permission to Fraternity and Sorority Life to verify grades and to Student Conduct to check for any active conduct sanctions.*

1. **Please list any expected Campus Activities (Organizations, Leadership Seminars, Service Activities, etc.) for the prospective term of office (11/13-11/14) and list the approximate amount of time that each will require.**
2. **What does being an IFC Fraternity man mean to you?**
3. **What do you think the major issues facing the Fraternity and Sorority community are?**
4. **What goals do you have for the position(s) you are applying for and the Interfraternity Council?**
5. **How will you better serve the community through membership in IFC?**
6. **Please select one of the following Fraternity and Sorority Life strategic goal areas and write about what it means to you in terms of your fraternity experience.**
   1. **Promote Lifelong Learning** by increasing opportunities for involvement at all membership stages and infusing elements of membership with a sense of *Ut Prosim* for a lifetime.
   2. **Empower Personal Growth** by fostering opportunities to understand personal strengths and learn life skills as a part of the interfraternal experience.
   3. **Inspire Intellectual Development** by cultivating a culture of inquisitiveness within the living, learning, and leading environments.
   4. **Cultivate Leadership** by offering innovative and inspiring leadership development opportunities.
   5. **Encourage Philanthropy and Service** by connecting students’ strengths with opportunities and needs in the world, weaving a true sense of Ut Prosim into the interfraternal experience.
   6. **Celebrate Our Shared Values of Brotherhood and Sisterhood** through member development, chapter collaborations, and living the values of our organizations.