**IFC Executive Board Application**

**Please respond to the following questions and send your completed application along with a resume to** [ajcook8@live.unc.edu](mailto:ajcook8@live.unc.edu) **by Sunday, November 6that 5pm.**

**Please keep your response to each question below 150-200 words, and save your application as “*Last Name, First Name IFC Exec Application.***”

**We will follow up with each of you individually following the submission of your application(s), and elections will be held on Monday, November 7th at a TBD time and place. You are permitted to submit separate applications for no more than 2 of the following available positions:**

**\*\*\*HIGHLIGHT THE POSITIONS YOU ARE RUNNING FOR\*\*\***

* **President**
* **VP Internal Affairs**
* **VP Recruitment**
* **VP Finance**
* **VP Events**
* **VP Judicial Affairs (x 2)**
* **VP Public Relations**
* **VP Sustainability**
* **VP Risk Management**

**IFC Executive Board Eligibility**

In order to be elected and serve as a member of the IFC Executive Board, individuals must meet the following requirements:

A. Be an Active Member or New Member, in good standing, of a member fraternity.

B. Maintain good academic standing with UNC-CH.

C. Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.

D. Have a working knowledge of the IFC Constitution and Bylaws, UNC-CH policies, NIC Standards, and FIPG risk management policies.

E. Not currently serve as his member fraternity’s president, IFC Representative, Alternate Representative, or IFC Judicial Board member.

\*If the terms of any of the positions listed above shall overlap by a period of less than one month, then the officeholder may tacitly serve as an IFC Executive Officer in addition to their other role, but may not exercise any control of the IFC Judicial Board, official IFC policies, or act in any capacity that significantly affects the relationship between the IFC and their respective chapter.

**Role of the IFC Executive Board Officers**

***IFC President***

The duties and responsibilities of the IFC President are as follows:

A. To function as the chief executive officer and preside over all meetings of the IFC General Body and Executive Committee.

B. To see that the provisions of the constitution and bylaws are enforced.

C. To convene the IFC in special sessions and to call meetings of the Executive Committee.

D. To represent the IFC as its principal spokesman.

E. To attend weekly meetings with the Director or Assistant Director of Fraternity and Sorority Life.

F. To attend scheduled meetings of the University Committee on Greek Affairs.

G. To attend the Greek Officers' Retreat.

H. To cast the final vote in the event of a tie.

I. To build rapport and establish positive working relationships between IFC and Member Fraternity leaders.

J. To establish a working relationship with key University administrators.

K. To attend monthly meetings with the council presidents and the Assistant Director of the Office of Fraternity and Sorority Life.

***Vice President of Internal Affairs***

The duties and responsibilities of the Vice President of Internal Affairs shall be:

A. To assist in the administration of the President's duties and with the execution of IFC decisions.

B. To perform the duties of the President during the President's absence.

C. To coordinate and supervise the activities of the appointed officers.

D. To attend the Greek Officers' Retreat.

E. To record the proceedings of all meetings of the IFC and the Executive Committee in a permanent form.

F. To publish and distribute the minutes of all meetings.

G. To organize, promote, and coordinate the new member education program each semester, which is to include a minimum of four (4) seminars to address topics that are at the discretion of the Executive Board, in consultation with the Office of Fraternity and Sorority Life.

***Vice President of Recruitment***

The duties and responsibilities of the Vice President of Recruitment shall be:

A. To oversee all aspects of recruitment for IFC fraternities.

B. To educate member fraternities on recruitment techniques through programs.

C. To budget the costs for IFC-sponsored events during the IFC recruitment period.

D. To create recruitment literature (brochures, post-cards, etc.).

E. To coordinate discussions concerning recruitment for the IFC.

F. To present to the IFC a recruitment schedule each semester in consultation with the Executive Committee and the Office of Fraternity and Sorority Life.

G. To secure for IFC member chapters a list of students registered for IFC recruitment.

H. To assist the Office of Fraternity and Sorority Life with presentations each summer at orientation.

I. To plan and implement a Recruitment Information program at the beginning of each semester,

J. To enforce an alcohol-free recruitment (educating chapters on the alcohol-free policy, organizing event patrols, follow-up on violations, referring chapters to the IFC Judicial Board, etc.).

K. To assist the Office of Fraternity and Sorority Life with collecting recruitment statistics each semester and making these available to the public.

L. To attend the Greek Officer's Retreat.

***Vice President of Finance***

The duties and responsibilities of the Vice President of Finance shall be:

A. To handle all receipts and expenditures of funds as authorized by the IFC or Executive Committee.

B. To assess and collect all dues and fines.

C. To prepare an annual budget, including a complete financial statement of the IFC each semester.

D. To submit a full report at the end of each academic term/semester of the financial position at that time.

E. To work closely with the OFSL to devise payment plans for recurring costs

F. To attend the Greek Officers' Retreat.

G. To create and assess grant applications and scholarships

H. To work with the Environmental Sustainability Committee and allocate a percentage of dues each semester to housing improvements

***Vice President of Events***

The duties and responsibilities of the Vice President of Events shall be:

A. To coordinate and execute all social, philanthropic, and other events that are promoted and funded by the IFC.

B. To aid IFC member fraternities in formulating consistent and effective risk management programs within their chapters.

C. To assist the Office of Fraternity and Sorority Life with programs and training relative to social activities, fire safety, and risk management.

D. To aid in the leadership and planning of the Greek Week Committee.

E. To attend the Greek Officers’ Retreat.

***Vice President of Judicial Affairs***

The duties and responsibilities of the Vice President of Judicial Affairs shall be:

A. To act as the Chairman on the IFC Judicial Board.

B. To function as the liaison between the IFC and the IFC Judicial Board.

C. To deliver and explain all decisions by the IFC Judicial Board regarding IFC member fraternities at the scheduled IFC meeting immediately following any decision, consistent with the confidentiality policies of the IFC Judicial Board.

D. To uphold all the duties outlined for the co-chairperson of the IFC Judicial Board, as outlined by the Bylaws of the IFC Judicial Board.

E. To attend the Greek Officers’ Retreat.

***Vice President of Public Relations***

The duties and responsibilities of the Vice President of Public Relations shall be:

A. To manage and update the IFC’s public media presence, including but not limited to, the website, Twitter, and Facebook accounts.

B. To work with chapter presidents to publicize information on philanthropy and any other relevant news.

C. To assist the Office of Fraternity and Sorority Life in publicizing and disseminating information pertaining to the Greek system as a whole.

D. To Design and maintain the IFC’s general public image.

E. To aid the President of the IFC in crafting statements and responses for the media or any other outside organizations.

F. To serve as spokesperson to outside organizations for general IFC matters, in the event that the President is not available. When said matters pertain to the IFC Judicial Board, the Vice President of Public Relations shall serve as spokesman, in the event that the Vice President of Judicial Affairs is not available.

G. To attend the Greek Officer’s Retreat.

***Vice President of Sustainability***

The duties and responsibilities of the Vice President of Sustainability shall be:

A. To work with each individual chapter in order to implement policies and changes that reduce the house’s environmental footprint.

B. To work with Greek Sustainability Consulting (GSC) and complete target projects that benefit the chapters each semester.

C. To partner with other campus organizations that specialize in sustainability and devise new ways for inter-organizational collaboration.

D. To work closely with the VP Finance each semester and ensure that proper funds are allocated to sustainability initiatives.

E. To attend the Greek Officers’ Retreat.

***Vice President of Risk Management***

The duties and responsibilities of the Vice President of Risk Management shall be:

A. Plan and implement a semesterly program to educate chapter presidents, social chairman, and risk management chairs on current risk management issues and potential liability situations.  
B. Ensure IFC social and risk management policies are written and consistent with the laws and regulations of the campus, community, and state

C. Review IFC social and risk management policies regularly seeking input from chapter leaders for improvements, as necessary

D. Follow IFC Judicial Bylaws

E. Consult with appropriate UNC officials when action is taken against fraternity

chapters or their members

F. To aid IFC member fraternities in formulating consistent and effective risk management programs within their chapters  
G. To attend the Greek Officer’s Retreat

**-----Application on the following page----**

**Application (please limit responses to 150 words)**

a. Name:

b. Phone Number:

c. Email Address:

d. Fraternity:

e. Year in School:

f. Position Applying for:

1. As a member of the Interfraternity Council Executive Board you hold a position governing the second largest student body on campus, what qualifications and experiences make you a good candidate for the position(s) you have chosen?

2. What do you hope to achieve if elected into the position(s)? Please provide information for each position selected.

3. How would you describe your leadership style and how would it help you if elected into the position(s)?t

4. What other responsibilities or time commitments do you foresee as conflicts if you are elected to the IFC Executive Board?