



Fraternity & Sorority Life

Interfraternity Council (IFC) Election Packet 2019

Election time is fast approaching, and we need dedicated and ambitious team members who are ready to make a positive impact on the UNC Fraternity Community! Interfraternity Council elections are open to anyone in good standing with their fraternity. Interfraternity Council consists of seven (7) executive board positions. The position responsibilities are listed in this packet as well as in the IFC Bylaws. Keep in mind position descriptions may slightly change with updated bylaws; however, the general duties of the position will remain the same.

Candidates may apply for multiple positions. **Please read carefully over the requirements of each position as well as mandatory election dates.**

Friday, November 1 at 3:00 p.m. is the deadline for Candidate Applications. Applications and resumes must be turned into the main office for the Office of Student Life (University Center) and must be timestamped by a staff member. Late applications will not be accepted.

Tuesday, November 5 at 6:00 p.m.: Elections. All Candidates will make an opening speech limited to two minutes regarding their platforms at the bi-monthly Interfraternity Council Meeting (Tuesday 6:00 p.m. in Council Room). Candidates should come prepared to answer questions following their opening speeches. Voting will take place following the question and answer phase. Chapter delegates cast one vote per position. If the candidate cannot attend the meeting on November 5th, they are required to send an informed representative to speak in their place and must include a reason as to why they are not present.

Responsibilities: Quick reference notes off the Constitution and Bylaws regarding elections

- Must be a full-time student (enrolled in 12+ credit hours)
- 2.7 Cumulative GPA
- Sign and adhere to FSL Executive Board Contract
- Each Fraternity is limited to three officers on the Council
- Term will end December 31, 2020
- Submit weekly reports
- 3 office hours a week
- Attend IFC meetings and advisor meetings
- Mandatory attendance at all IFC sponsored events (ex. greek educations)
- Work with advisors to transition your replacement at the end of the term
- Reference the bylaws at www.unco.edu/fraternity-sorority under the Forms and Resources tab, Interfraternity Council section is the Constitution and Bylaws.

Vacant Elected Positions: President, Vice President, Director of Greek Affairs, Director of



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Recruitment, Director of Marketing, Director of Academic Affairs, and Director of Risk Management.

Elected Officer Responsibilities

President

- Act as the official representative of the IFC to the Campus, faculty, students and organizations of the University of Northern Colorado.
- Oversee the operations of the other Executive Officers by using weekly reviews. If warranted, they will hold officers formally accountable with such accounts documented.
- Chair all regular, special meetings, and executive board meetings of IFC unless otherwise specified. With the exception of executive board meetings, they will only vote in the case of a tie.
- Meet at least weekly with the Greek Advisor.
- Within the first two weeks of each semester, pending chapter approval, will formally guest speak at each fraternity's chapter meeting. In the case the President cannot attend, any executive member shall go in their stead.
- Will have a working knowledge of Parliamentary Procedure.
- Count and Verify any and all IFC meeting ballot votes in conjunction with the Director of Greek Affairs.
- Perform any ad-hoc duties as needed.

Vice President

- Responsible for maintaining accounting records and oversees any financial responsibility as the main Financial Officer of the IFC, subject to the IFC's approval.
- Shall provide the IFC budget to all chapters at the beginning of each semester.
- Shall also provide a monthly report of expenditures to chapters during the IFC meeting.
- Serve as a recording agent in the capacity of taking minutes, recording information, and preparing agendas for the respective IFC meetings. All documents, revisions and reports must be submitted to the Vice President at least twenty- four (24) hours before the respective meeting for consideration. Exceptions may only be granted by the President of the Interfraternity Council.
- Fulfill any changes to governing documents as approved by the IFC.
- Act as the parliamentarian for regular IFC meetings.

The Director of Academic Affairs

- Assist member fraternities in their scholarship programs.
- Oversee the Greek Awards Ceremony.
- Hold on one academic program a regular semester outside of Greek Awards.
- Maintain and distribute a comprehensive packet of all academic resources at the University. This packet will be formally updated and distributed at the beginning of each semester to both the chapter President and Academic chairs of each respective chapter.



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- Oversee and execute the Academic Recovery and Probation process.
- Reserves the right to hold mandatory monthly academic chair meetings with fraternities on Academic Recovery or Academic Probation in order to help coordinate and execute their structured academic plan.

Director of Recruitment

- Organize and coordinate a summer Recruitment program and formal Recruitment event the first week of the fall and spring semesters.
- Enforce recruitment rules and regulations.
- Establish a recruitment committee whose membership shall be subject to final approval of the IFC. Members will be approved by the second to last meeting of each fall and spring semester.
- Committees appointed in the fall shall meet at least twice per month in the spring.
- Committees appointed in the spring shall meet at least twice per month in the fall.
- Coordinate year-round recruitment activities and events; and, ensure the equal representation of each chapter.

Director of Marketing

- Develop a calendar including all fraternity events and distribute one to each chapter.
- Maintain social media profiles with at least 2 posts per week including “Meet Exec” post and a weekly spotlight features.
- Promote Fraternity and Sorority Life
- Hold office hours during summer dates TBA in collaboration with the Greek Advisor.
- Be responsible for the marketing of Interfraternity Council events in tandem with the officer directing the vents including but limited to; IFC Recruitment, Greek Trainings, philanthropy events, etc.

Director of Greek Affairs

- Responsible to organize at least one community service project a regular semester that has mandatory attendance of every chapter.
- Coordinate the fraternity social unity program each regular semester.
- Coordinate Greek Week in the spring and Homecoming in the fall in collaboration with the PanHellenic counterpart.
- Count and verify any and all IFC meeting ballot votes in conjunction with the President.

Director of Risk Management

- Responsible for enforcing all Risk Management policies as well as Greek Education(s) per semester.
- Responsible for creating a Judicial Board as well as enforcing all judicial board activities involving risk management, serving in a prosecutorial capacity in Judicial Board.



Fraternity & Sorority Life

Mission: Fraternity and Sorority Life at the University of Northern Colorado exists to foster growth and development among students while forming lifelong bonds through academic, personal, social, and service-based programming.

In accepting a position on the Fraternity & Sorority Life (FSL) team, I understand that this position requires that I meet a certain set of standards. These standards have been established to ensure the best possible experience for members of the Fraternity & Sorority Community.

As an Executive Council Member, I, _____, agree to:

- Be on time and take an active interest in **ALL** required meetings, sessions, and FSL duties
- Promote FSL, not individual chapter affiliation, at council-sanctioned events e.g. Meet the Greeks, FSL Awards, Greek Week, Greek Educations, Summer Orientations, etc.
- Maintain social media accounts that are appropriate for my role as a leader on this campus. This includes written information, pictures, groups I belong to, etc.
- Maintain appropriate/professional boundaries with peers on all executive councils. If there are any questionable situations, I will contact either the Program Coordinator or Graduate Assistant
- Permit that the videos, photoshoots, and testimonials I participate in will be retained by UNC FSL to be used at FSL's discretion in promotional materials
- Listen to my fellow student leaders and the members of the FSL and Office of Student Life (OSL) Professional Staff while using positive communication skills. I understand I am a member of this team and will work as such
- Maintain professionalism and discretion during potentially confidential conversations discussed during FSL team meetings, one on ones, trainings, and programs
- If applicable, operate the golf cart in a safe and respectful manner e.g. sorority recruitment
- Have and maintain a minimum 2.7 cumulative grade point average during my experience

*If I fail to meet any of the above expectations, I agree to having a conversation with my advisor(s). Outcomes could include, but are not limited to, creating a solution-oriented action plan or agreement, a change in job responsibilities, probation, or termination.

By signing this contract, I agree to meet the job requirements of the UNC FSL Executive Council position, comply with the University's Student Code of Conduct, and uphold FSL's mission.

Sign and date (Executive Council Member)

Sign and date (FSL Program Coordinator)



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INTERFRATERNITY COUNCIL APPLICATION

Applications along with a resume must be returned to Office of Student Life in the University Center by 3:00 p.m. on FRIDAY, NOVEMBER 1, 2019

CONTACT INFORMATION: (please print)

Name: _____ Date: _____
Last First M.I.

Address: _____
Hall/Street Apt. No. City State/Zip

Phone: _____ Email: _____

Student I.D. Number (Bear #): _____

Chapter _____

Classification (Circle One): FR SO JR SR (Other)

DESIRED OFFICE(S): (please indicate all areas of interest)

- ___ President
- ___ Vice President
- ___ Director of Academic Affairs
- ___ Director of Risk Management
- ___ Director of Greek Affairs
- ___ Director of Recruitment
- ___ Director of Marketing

APPLICATION CHECKLIST:

- ___ Application Form
- ___ Resume

DISCLAIMER

I give permission for the Office of Student Life to check my cumulative GPA and current class load.

Signature: _____ **Date:** _____