



Virginia Commonwealth University Interfraternity Council
Executive Council Officer Election
Candidate Information Packet & Application

Available Positions: These positions are elected by the IFC General Body

President
Vice President
Vice President of Recruitment
Vice President of Operations
Vice President of Public Relations

Appointed Positions: These positions will be appointed by the newly elected Executive Board. Interviews for these positions will occur in the evening of Thursday, November 21

Director of Administration
Director of Programming
Director of Correspondence

All candidates for a Interfraternity Council position must:

- Complete the application in the officer information packet
- Schedule a meeting with the IFC President or IFC Advisor to go over duties of each position or any questions that the candidate may have.
- Not have an expected graduation date prior to the expiration of term of office, nor may he have been accepted to a study abroad program during the term of office
- Be an initiated member in good standing of a chapter holding regular membership
- Have a minimum cumulative grade average of 2.5

Important Information

- No chapter may have more than two members on the IFC Executive Council at a time.
- No person can hold more than one Executive Council Office at one time.
- No fraternity chapter president may serve as President, Vice President, or Vice President of Recruitment of the IFC during his term as chapter president.
- The officers shall be from the fraternities holding full membership in the IFC or colonies with at least two full semesters in the IFC.
- Officers/candidates must have a minimum cumulative GPA of 2.5.
- The President, Vice President and Director of Administration (Treasurer) must have a 2.0 semester GPA per University requirements.
- Presidential candidates must have served at least one academic semester as a delegate/officer of the IFC.
- The IFC President and the IFC Vice President may not be members of the same fraternity.
- The President and the Vice President of Recruitment must not be members of the same fraternity.
- All IFC Executive Council officers will serve at least two office hours per week in the Office of Fraternity and Sorority Life.
- All IFC Executive Council officers will be available for one Executive Council meeting per week (scheduled Monday – Friday between 8 a.m. – 5 p.m.) and all regularly scheduled IFC General Body meetings.
 - Candidates must be available for IFC meetings and leadership training on Thursdays between 3 p.m. – 6 p.m.

Required Dates

- The 2014 IFC Executive Board will interview and appoint the 2014 Directors (Administration, Correspondence and Programming)
 - Thursday, November 21 after 7 p.m.
- Attend Officer Transition Ceremony and Dinner
 - Sunday, November 24; 5 – 8 p.m.
- Attend the Fraternity and Sorority Leadership Retreat
 - Friday, January 10 – Sunday, January 12, 2014
- The IFC President will attend SEIFC
 - February 10 – 13, 2014
 - Other officers will attend based on availability and budget

Officer Position Descriptions

President

- Have overall responsibility for the operation of the Interfraternity council.
- To call and preside at all regular and special meetings of the Interfraternity council.
- To preside at all Executive Board meetings.
- To serve as the Chief Justice of the Interfraternity Judicial Board in the absence of the Vice President.
- To review and approve all contracts involving the Virginia Commonwealth University Interfraternity Council.
- To report as required to the National Interfraternity Conference.
- To vote on behalf of the executive council only in the event of a tie.
- To serve on the Interfraternity Expansion Committee when appropriate.
- To serve at least 2 office hours per week in the Fraternity and Sorority Councils Office.
- To meet with the Presidents of the Panhellenic Council and the National Pan-Hellenic Council on a monthly basis.
- To meet weekly with the Fraternity and Sorority Life Coordinator
- To attend Student Leadership Council/ Joint Student Government Association Meetings when scheduled by Dean of Students'.

Vice President

- To serve as the Chief Justice of the Interfraternity Judicial Board.
- To select and train all Interfraternity Judicial Board justices
- To perform the duties of the President in his absence.
- To act as chairman of all Ad Hoc committees.
- To be responsible for all updates and revisions of the Virginia Commonwealth University Interfraternity Council Constitution and Bylaws.
- To act as the committee coordinator for all needed committees of the Virginia Commonwealth University Interfraternity Council.
- To advise and work along with the Panhellenic Council Vice President and the National Pan-Hellenic Council Vice President and the leadership of all campus risk management entities.
- To work with the individual chapter social and risk management chairs to aid in the development of risk reduction and education policies and procedures.
- To organize and implement at least (1) program, co-sponsored with the Panhellenic Council and the National Pan-Hellenic Council, pertaining to risk management for the entire Fraternity and Sorority community.
- To serve at least 2 office hours per week in the Fraternity and Sorority Councils Office.
- Chairs the Risk Management Committee

Vice President of Recruitment

- To establish and supervise all functions and facilities pertaining to recruitment activities, as outlined in the annual Recruitment Guidelines.
- To work in increasing the number of men going through formal recruitment by use of a variety of publications and presentations
- To review any and all changes in the North-American Interfraternity Conference guidelines for recruitment, and implement them in the IFC.
- To organize and implement a fall recruitment registration activity
- To advise and work with the College Panhellenic Council Vice President of Recruitment, Multicultural Greek Council Vice President of Recruitment, and the National Pan-Hellenic Council Director of Programming in the leadership and development of recruitment/promotional activities that will promote a positive environment for new members
- To serve at least 2 office hours per week in the Fraternity and Sorority Governing Council Office
- Must be in the Richmond Area during the summer.

Vice President of Operations

- To be responsible for the general supervision of the Director of Administration, Director of Programming, and Director of Correspondence
- To maintain up-to-date financial records, and give an annual report at the close of his term of office.
- To perform all other duties pertaining to this office, and perform all duties delegated by the Interfraternity Council President and Vice President
- To serve at least 2 office hours per week in the Fraternity and Sorority Governing Council Office.

Vice President of Public Relations

- The duties of the Vice President of Public Relations shall consist of the following:
- To be responsible for the official correspondence of the Interfraternity Council
- To be responsible for all publications on campus and otherwise related to fraternity and sorority events, awards, and projects.
- To be responsible for all social media of the IFC (Facebook, IFC Website).

Virginia Commonwealth University College Interfraternity Council
Executive Council Officer Application

Name: _____

Affiliation: _____.

Email: _____

Cell Phone: _____.

Desired Position(s):

Please answer the following questions on a separate sheet and attach to this document. All applications must be typed.

1. How will your personality best benefit the Executive Council and the IFC?
2. What are your weaknesses? How do you handle situations which challenge your weaknesses?
3. Why did you decide to become a member of your respective fraternity?
4. What issues exist in the current IFC Community? In relation to this position, how can you help solve these issues?
5. What strategies do you plan on utilizing if elected to engage the community to have a more effective communication system?
- 6.. What kind of other time commitments will you have during the term of office?

Attach a résumé

By signing this application I affirm that I have read and understand the qualifications and responsibilities relating to each of the positions to which I have applied. With my signature, I hereby authorize the University Student Commons and Activities staff to verify my enrollment and grade information. I also authorize the designated Commons and Activities staff member to release this information to Chapter presidents and delegates for voting reasons. If I no longer wish to have my records released, I understand that I must request in writing to the Coordinator for Fraternity and Sorority Life.

SIGNATURE _____

DATE _____

Please submit this application (pages 5 and 6 only), answers to questions and a résumé to:

Tom C. Narvaez
IFC President
Office of Fraternity and Sorority Life

Applications are due to the President's mailbox by:
Wednesday, November 6th at 5:00p.m.