

# IFC Executive Officer Application

Jacksonville State University

Applications are due **Monday, November 16, 2020 by 4:30 PM** in the Dean of Students Office.

*\*To serve on the IFC Executive Board you must be able to attend the Mandatory IFC functions listed on the page to follow as well as fulfill the duties set forth for the position. \**

*\*To serve on the IFC Executive Board you must understand that during any IFC sponsored Recruitment functions you will be unable to recruit for your chapter. \**

*\*To serve as President of the IFC Executive Board you cannot hold the position of President for your respective chapter at any time during your term of office. \**

## Available Positions:

- See Attached Pages for Open Positions and Descriptions

## PLEASE TYPE OR PRINT

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_ CUM. G.P.A. \_\_\_\_\_

AFFILIATION: \_\_\_\_\_ CLASSIFICATION \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

POSITION (S) APPLYING FOR: \_\_\_\_\_

On a separate sheet of paper, type your answers to the following questions:

1. Why did you choose to apply to serve as an IFC Officer?
2. What challenges do you feel the council is currently facing and if elected what actions would you implement to help reduce these challenges?
3. What goals and ideas would you aspire to meet while serving your term?
4. Please list all leadership positions held on campus and within your IFC organization.
5. Why should you be chosen as an officer for IFC? (Include personal strengths)

*\*Answers must be typed and attached to this application in order for your submission to be accepted. Any applications received with written answers will be considered null and void. \**

The submission of this application signifies my willingness to commit my time to the Interfraternity Council and all required events and meetings pertaining to my position. I understand that I will be working in the best interest of all organizations at JSU, not only my own. Also I hereby give permission for the Dean of Students Office to verify my grade point average.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## **Section I. IFC President**

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

- A. Provide guidance and focus to the efforts of the General Body and Executive Committee.
- B. Preside over all meetings of the General Body and Executive Committee.
- C. Cast the final vote in the event of a tie.
- D. Build rapport and establish positive working relationships between IFC and Member Fraternity leaders.
- E. Serve as the official spokesperson for the fraternity community
- F. Establish positive working relationships with campus and local law enforcement agencies.
- G. Regularly interact with the leaders of other governing councils and campus organizations.
- H. Establish a working relationship with key college administrators.
- I. Establish a working relationship with and communicate campus data, issues, and trends in a timely manner to the NIC.

## **Section II. IFC Vice President of Judicial Affairs**

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

- A. Serve as chair of the IFC Judicial Committee and serve as the non-voting Chief Justice of all IFC Judicial Board hearings.
- B. Investigate and refer to the IFC Judicial Board alleged violations of IFC policy, including but not limited to:
  - 1. the IFC Constitution, Bylaws, and policies;
  - 2. Federal, state, and local laws;
  - 3. the rules and regulations of Jacksonville State University; and
  - 4. the general values-based conduct of fraternity men.
- C. Ensure proper filing and preparation for all judicial actions.
- D. Ensure compliance with all IFC judicial action imposed upon a Member Fraternity.
- E. Educate Member Fraternities on the IFC Constitution and Bylaws, judicial processes, and risk management policies.
- F. Educate Member Fraternities on matters relating to member Health & Safety.
- G. Conduct judicial policy and procedures training for new IFC Judicial Committee justices.
- H. Assist in conflict mediation between Member Fraternities.
- I. Review all IFC governance documents, at least annually.

## **Section III. IFC Vice President of Recruitment**

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

- A. Serve as chair of the IFC Recruitment Committee.
- B. Utilize technology (social media, fraternityinfo.com, etc.) in recruitment and marketing efforts.
- C. Produce and distribute promotional materials to all incoming students and unaffiliated students.
- D. Develop recruitment workshops and programs for Member Fraternities.
- E. Uphold the IFC Recruitment Policy and ensure no restrictive policies are placed on new member recruitment.
- F. Maintain an interest list of Potential New Members.
- G. Provide advice and support to Member Fraternity recruitment officers.

#### **Section IV. IFC Vice President of Finance**

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

- A. Serve as chair of the IFC Finance Committee.
- B. Supervise the annual budget process.
- C. Collect IFC Member Fraternity dues or other assessments as needed.
- D. Maintain accurate records throughout the year through invoicing and receipts.
- E. Review and approve all IFC Expenditure Request Forms and IFC Reimbursement Request Forms.
- F. Make all disbursements with a cosigner.
- G. Prepare financial statements monthly and at the end of each term for distribution to all Member Fraternities.
- H. Make bank deposits when necessary and in a timely manner.
- I. Provide advice and support to Member Fraternity financial officers.

#### **Section V. IFC Vice President of Scholarship**

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

- A. Coordinate a scholarship chair orientation program for Member Fraternities.
- B. Collect and distribute academic performance rankings.
- C. Publish important academic dates and deadlines.
- D. Collect and distribute information about campus academic services, such as tutors, the writing lab, math lab, learning assistance programs, interest tests, career counseling, placement workshops, and library resources.
- E. Work individually with member fraternity scholarship chairs below the all men's grade point average.
- F. Build and maintain relationships with faculty, academic offices, and academic honorary societies.
- G. Provide advice and support to Member Fraternity scholarship officers.

#### **Section VI. IFC Vice President of Diversity and Inclusion**

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

- A. Serve as the IFC point of contact for issues related to community building, diversity, and inclusion.
- B. Develop a strong partnership with the JSU Director of Diversity and Inclusion and seek their input on IFC diversity and inclusion programs and initiatives.
- C. Plan and implement a diversity and inclusion program each year.
- D. Create opportunities for continuing member education by collaborating with the JSU Director of Diversity and Inclusion.
- E. Develop and recommend best practices for improving diversity and inclusion within Member Fraternities, particularly in the areas of recruitment, policies and programming.
- F. Become familiar with JSU student organizations, offices, policies, and resources that promote diversity and inclusion.
- G. Provide support and assistance to Member Fraternities who may have ideas, questions, or concerns regarding diversity and inclusion.

## **Section VII. IFC Vice President of Community Relations**

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

- A. Serve as secretary of the IFC General Body.
- B. Develop and execute a public relations and social media strategy.
- C. Develop best practices service projects and philanthropic events for Member Fraternities.
- D. Collect and report Member Fraternity community service hours, philanthropic dollars, and activities.
- E. Collect and disseminate information on the fraternity community to all campus and community media sources.
- F. Keep the media informed on upcoming events or potential news.
- G. Establish a positive working relationship with external constituents.
- H. Assist in the development of various IFC publications and outreach programs.
- I. Provide advice and support to Member Fraternity community service/philanthropy officers.