



Interfraternity Council Executive Board Application

NAME

CHAPTER

E-MAIL

Z Number

Phone

Position(s) Applying for:

*****Please see the reverse side for position descriptions & officer standards***

ON A SEPARATE SHEET OF PAPER, PLEASE TYPE YOUR ANSWERS TO THE FOLLOWING QUESTIONS

- What is the purpose of the Interfraternity Council?
- What attributes do you possess that make you the ideal candidate?
- What leadership roles have you previously held and how have they prepared you for this position?
- What contributions have you made to the fraternity community?
- What ideas do you have for the advancement of your potential position, as well as the Interfraternity Council?
- In what ways do you uphold the values of your organization?

APPLICATION TERMS & CONDITIONS

To be considered for the 2010 Interfraternity Executive Board, you must:

- Remain an unbiased member of the fraternity community.
- Support the success of the fraternity community.
- Must be an active member of an IFC fraternity.
- Develop, maintain, an uphold goals for their particular office.
- Attend every meeting of the IFC, expect in cases of excused absence as approved by the IFC Executive Board.
- Uphold the Constitution and by-laws of the IFC.
- Maintain a 2.5 (4.0) cumulative GPA.
- Must be registered for at least 9 credit hours at FAU, during the Spring/Fall semesters.

DEADLINE TO APPLY IS MONDAY, NOVEMBER 16 2009

Please return applications to the Interfraternity Council mailbox in the Office of Greek Life—UN 218

JOB DESCRIPTIONS

The President shall:

- Call and preside at all regular, executive board, and special meetings of the Interfraternity Council.
- Maintain communication with the IFC Advisor and Graduate Advisor(s), executive board members, and all IFC member organizations.
- Represent the interests of the IFC and its member chapters and manage all initiatives related to the development and/or improvement of resources for member chapters.
- Maintain a complete and up-to-date President's file which will include a copy of the current FAU IFC Constitution; the current IFC budget; and other pertinent materials.
- Hold four (4) officer hours weekly, in the Greek Council office.
- Perform all other duties pertaining to this office.

The Executive Vice President shall:

- Perform the duties of the President in his absence, inability to serve, or at his call.
- Coordinate all IFC Judicial Procedures.
- Plan and coordinate all IFC educational initiatives and sessions.
- Coordinate IFC Constitutional & Bylaw revisions as appropriate.
- Hold two (2) officer hours weekly, in the Greek Council office.
- Perform all other duties pertaining to this office.

The Vice President of Recruitment and Expansion shall:

- Be responsible for the overall coordination of the IFC organized recruitment
- Facilitate the approval of chapter recruitment materials.
- Coordinate all IFC expansion initiatives.
- Hold two (2) officer hours weekly, in the Greek Council office.
- Perform all other related duties of this office.

The Vice President of Programming shall:

- Serve as a liaison between the Interfraternity Council and areas of campus programming (student development & activities, intramural sports, etc).
- Coordinate a minimum of one (1) hands-on community service project of assistance each semester for the Interfraternity Council community.
- Coordinate all Interfraternity Council, community wide, campus activities.
- Coordinate, in conjunction with other Greek councils, the Greek Week program.
- Hold two (2) officer hours weekly, in the Greek Council office.
- Perform all other duties related to this office.

The Vice President of Administration shall:

- Call the role at all meetings of the IFC
- Reserve Rooms for all meetings.
- Keep full minutes of all meetings of the IFC and a record of all action taken by the Executive Board.
- Send minutes of meetings of the IFC to every IFC delegate and President, the Executive Board members, and IFC Advisor.
- Maintain the necessary office supplies.
- Maintain a list and the contact information of IFC officers & delegates.
- Conduct and file all correspondence of the IFC.
- Be responsible for the general supervision of the finances of the IFC.
- Be responsible for the preparation of the annual budget and, following its approval by the IFC, for providing a copy to each IFC member chapter.
- Receive all payments due to the IFC, collect all dues and give receipts.
- Be responsible for the prompt payment of the annual dues and all bills of the IFC.
- Maintain up-to-date financial records; give a financial report at each regular meeting of the IFC and an annual report at the close of his term of office.
- Sign IFC contracts when authorized to do so.
- Hold two (2) officer hours weekly, in the Greek Council office.
- Perform all other duties related to this office.