

2017 IFC Executive Board Application

By choosing to apply for an IFC Executive Board Officer Position, you have chosen to make a difference in our Greek community and serve as a campus leader. It shows that you take pride in your Greek community and want to devote your efforts into elevating fraternity and sorority life on this campus. Candidates for office must have at least a 3.0 cumulative and semester grade-point average at the time of their nomination and election.

If you have any questions about the nomination process or about the positions themselves, please don’t hesitate to contact any of the current IFC Board members or the Greek Life Office at 505.277.4706.

Application Procedures/Deadlines:

* October 31st , 2016: Packets available to all interested candidates
* November 14, 2016: Elections 9:00 AM Cherry/Silver
* December 5th , 2016 (Lobo B ): Officer Installation

Mandatory Dates for Elected Officers:

* November 16 – 2015 IFC Exec Meeting  *(Flexible if you cannot attend)*
* November 23 – 2015 IFC Delegate Meeting  *(Flexible if you cannot attend)*
* December 5th , 2016 (Lobo B 5:30-6:30): Officer Installation and Transition Meetings
* January 23rd (2016) 1:00 PM-5:00 PM: Mandatory Council Officer transitions
* April 6th-9th (2016) AFLV West Conference: San Diego, CA.
* Be present and volunteer in coordination for all standards and mandatory All Greek Events \*Details regarding the time and locations of these events will be released closer to the date

Officer Descriptions

All officers of IFC will have general and specific duties. All officers must (i) attend all regular, Executive Council, and special meetings of the IFC (ii) attend all training and transition activities, (iii) keep an officer binder which includes current UNM IFC Constitution and Bylaws, minutes and other related materials, and (iv) meet regularly with the Greek Life Advisors. If an officer misses two Executive meetings, without giving notification to the Executive board of IFC, he will be relieved of his position. In addition, specific responsibilities for each officer are listed below.

**Duties of Officers:**

**President**

* Have overall responsibility for the operation of the IFC. This will include formulating a strategic plan for his term of office;
* Call and preside at all regular and special meetings of the Executive Council;
* Address the IFC, recommend to its consideration such measures as he shall judge necessary and expedient, and take care that all acts of the IFC are faithfully executed;
* Act as a representative through whom administrative officials may communicate with the various fraternities. This will include but not be limited to: the Greek Life Advisor, Campus Police, the Panhellinic Council, the Multicultural Greek Council, the Associated Students of the University if New Mexico (ASUNM), and Recreational Services;
* Have no vote in any IFC business except in the case of a tie;
* Make interpretation on any point not completely covered in the IFC constitution, subject to judicial review by the IFC;
* Serve as an ex-officio member of all committees with voice but no vote;
* Assist the Treasurer in preparing and submitting the annual ASUNM budget request;
* Act as a facilitator to promote Greek Unity and inter-fraternity relations;
* Serve as the spokesman on all issues relating to the Media and University Communication.

**Vice President External**

* Oversee as the Director following committees: Philanthropy, and Public Relations/Community Liaison; if he chooses to select a committee chair he will do so with the permission of the president.
* Perform the duties of the President in his absence, inability to serve, or at his call;
* Responsible for the production and dissemination of a semseterly newsletter.
* Select and Coordinate the semersterly IFC sponsored Philanthropy in accordance with the UNM Standards report.

**Vice President Internal**

* Oversees the IFC Chapter Support Commision.
* Preside over the IFC in the absence of the President and Vice President- External;
* See to it that each chapter and the officers of the IFC have a copy of the current IFC Constitution and Bylaws;

**Secretary/Treasurer**

* Take and file the minutes of all regular and special IFC and Executive Council meetings and distribute them to the chapter representatives, officers, and Greek Life Advisor by the Friday immediately following the meeting;
* Call roll and keep records of attendance at each meeting;
* Keep a record of absences and collect fines for missed meetings;
* Be responsible for the general supervision of the finances of the IFC;
* Collect all dues and fines and keep a record of all disbursements;
* Maintain up-to-date financial records and make a report at each IFC meeting;
* Be responsible for meeting all requirements of Associated Students of the University of New Mexico (ASUNM) funding, attending workshops, and preparing and submitting the annual budget request with the President;
* Preside over the IFC in the absence of the President, Vice President-External, and Vice President-Internal.

**Recruitment Officer**

* Be responsible for all activities pertaining to fraternity recruitment at UNM;
* Prepare and submit proposed guidelines for each recruitment period at least three regular meetings before the end of each semester;
* Work closely with the Panhellinic Council Recruitment Chairs and Multicultural Recruitment Chairs on events of mutual interests such as high school visits and advertisements in the Daily Lobo;
* Make a report at each regular meeting of the IFC and each special meeting having to do with recruitment;
* Be responsible for all activities pertaining to IFC recruitment.
* Be responsible for creating, publishing and distributing all recruitment publications,
* Provide a detailed report to the IFC at the close of each recruitment period; and
* Select, train, and oversee IFC Greek Ambassadors.

Name: Anticipated Graduation Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position(s) Sought: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spring 2015 GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cumulative GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please answer all questions as thoroughly as possible.*

Why are you interested in serving on the Interfraternity Council Executive Board?

Identify some of your strengths. What are some of your weaknesses?

What qualifications would you bring to the to the positions you are applying for? Please describe any prior involvement you have had within your chapter or with the Interfraternity Council.

What new ideas do you have for the Interfraternity Council?

By signing below, I give permission for the Greek Life Office to verify my grade point average.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNM ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email your application to [unmifc@gmail.com](mailto:unmifc@gmail.com) or drop it off with Greg Golden at the Greek Life office no later than 5:00 PM on November 11th.