



## 2019 IFC Executive Board Application

Congratulations on making the decision to apply for an Executive Board position on UNM's Interfraternity Council! By making this decision, you have shown you want to make a difference in the IFC Community, the Greek Community and the UNM Campus. Please be sure to read through the entire application packet prior to submitting. In this packet you will find the expectations and requirements of all IFC officers and deadlines for submission. If you have any questions about the application or election process, please contact the current IFC President, Pano Agyres ([pagyres@unm.edu](mailto:pagyres@unm.edu)) or the IFC Advisor, Matt Lumppp ([mlumpp@unm.edu](mailto:mlumpp@unm.edu) or 505-277-4706).

### **Application Procedures/Deadlines**

- October 15, 2018: Application packets will be sent to Chapter Presidents and will also be available at [greeks.unm.edu](http://greeks.unm.edu) and in the Student Activities Center
- November 2, 2018: Completed applications due to Student Activities Center by 5:00pm
- November 5, 2018: Elections will occur during IFC Meeting

### **ELIGIBILITY (from IFC Bylaws)**

- Candidates must be a member of a fraternity in good standing with IFC.
- To be eligible for any office, the candidate must be willing and able to complete the full term of office.
- Candidates must have at least a 2.75 cumulative grade point average at the time of their nomination and election.
- Officers must maintain at least a 2.75 cumulative and a 3.00 semester grade point average throughout their term of office to remain in office.
- Candidates must have completed at least one (1) semester in the UNM Greek Community or be in the process of completing a semester in the UNM Greek Community, and must be an initiated member of an UNM IFC Fraternity, and be in compliance with the University of New Mexico Charter Student Organization Policy.
  - Any Presidential candidate must have completed at least 1 semester in the UNM Greek Community.

## **Voting Process (From IFC Bylaws)**

- Each officer position will be elected separately by a secret ballot vote.
- Officers will be elected by a simple majority of the voting chapters.
- In an election between two people, if the simple majority vote results in a tie, the tie will be determined by a simple majority vote of the IFC Executive Officers. Except the President.
- In the case of a tie between Executive officers, the President may vote to break the tie.

## **Expectations of all elected Council Officers**

Any man running for IFC Office must be able and willing to meet the following expectations beyond the responsibilities outlined in the officer descriptions:

- November 26 @ 4:00pm – Officer Transitions with outgoing officers
- December 3 @ 4:00pm – Officer Installation for all Greek Councils
- January 19 (All-Day, exact times TBD) – Executive Council Retreat for all councils
- Must be present at any All-IFC Events throughout the year
- Must be present at Fraternity & Sorority Life Orientation (formerly known as New Member Summit)
- Hold either weekly office hours or host round tables 2x semester with members of your own council
- Attend once per month Tri-Council Executive meetings, time and location TBD
- Must attend other events as requested by IFC President or the Office of Fraternity and Sorority Life with at least 2 weeks' notice provided

## 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** *(Also expected to meet weekly with the IFC Advisor while school is in session and as needed throughout summer and academic breaks; must be available during all IFC recruitment events; also required to attend a weekly Tri-Council Presidents' meeting at a time set by all three Councils and Advisors.)*

- 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 Panhellenic Council, the Multicultural Greek Council, the Associated Students of the University of 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 IFC promotionals and advertising.
- Select and Coordinate the semesterly IFC sponsored Philanthropy in accordance with the UNM Standards report.

### Vice President Internal

- Oversees the IFC Chapter Support Commission.
- 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** *(This position will need to be available, in-person, throughout the summer for recruitment preparation, Recruitment Ambassador training, various tabling opportunities and regular meetings with the IFC Advisor; must be available for all IFC recruitment events; Not required but suggested that this position be held by someone living locally in the summer.)*

- 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 Panhellenic 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.

# IFC Executive Board Officer Application 2019

Full Name: \_\_\_\_\_ UNM ID #: \_\_\_\_\_

Chapter Affiliation: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

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

*Please answer each question completely. You may type your responses and attach if you would like. If you choose to handwrite, please write as legibly as possible.*

1. Which position(s) are you applying to be considered for? (If applying for multiple, please indicate using #s1-5 how you would prioritize your application.)

\_\_\_\_\_ President

\_\_\_\_\_ Vice President Internal

\_\_\_\_\_ Vice President External

\_\_\_\_\_ Secretary/Treasurer

\_\_\_\_\_ Recruitment Officer

2. Why are you applying for IFC Executive Office?
3. What do you identify as your strengths?
4. What previous leadership experience do you have in your chapter or on-campus?
5. Outside of your chapter and IFC, please describe your campus involvement.
6. Considering your top three officer positions selected above, what are some ideas/goals you have for each position to improve IFC for the next year? How would you go about accomplishing those ideas/goals?
7. What are your ideas for fostering IFC relationships?

8. What are your ideas for fostering relationships throughout the entire Greek Community?
  
9. What does inclusion mean to you and what are some specific ideas you have for improving inclusivity in your own council and across the entire Greek Community?
  
10. The core values/pillars of the UNM Greek Community are Scholarship, Friendship, Leadership and Service. Please pick one of these core values and describe how you think the community is doing in that area and how the community can improve.

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By signing below, I agree to fulfill all of the expectations of the position(s) I am applying for. I am also acknowledging the required dates and commitments I make as a part of this application. If at any time I decide I am unable to complete the duties of the office I am applying for, I agree to withdraw my name from consideration. My signature also serves as a release for the Office of Fraternity & Sorority Life to check my academic standing, registration status and GPA.

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

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

Applications are due November 2, 2018 at 5:00pm in the Student Activities Center. Late applications will not be accepted. All application materials including supporting materials from your Chapter President.

# IFC Executive Board Officer Application 2019 Chapter President Affirmation

It is the responsibility of the applicant to have this form completed by their chapter president. It should be turned in at the same time as the rest of the application.

Applicant Name: \_\_\_\_\_ Chapter Affiliation: \_\_\_\_\_

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Chapter President,

The above named applicant is applying for an Executive Position for the 2019 IFC. Please complete the following information and return to the applicant to submit with their application. Applications are due November 2, 2018 at 5:00pm. Late submissions will not be accepted so please return this to them in a timely fashion.

President Name: \_\_\_\_\_

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

How long has the applicant been an active member of your chapter? \_\_\_\_\_

According to your chapter's standards, is this applicant in good standing? (Including finances, conduct, grades, etc.)

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If no, please explain to the extent you are able.

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By signing below, I affirm the information above and support the applicant in their application to the IFC Executive Committee.

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

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