

2019 Multicultural Greek Council Executive Board Application Packet

Congratulations on making the decision to apply for an Executive Board position on UNM's Multicultural Greek Council! By making this decision, you have shown you want to make a difference in the MGC 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 MGC officers and deadlines for submission. If you have any questions about the application or selection process, please contact the current MGC President, Xanthe Apodaca (xapodaca@unm.edu) or the MGC Advisors, Chris Brooks (brooksc@unm.edu or 505-277-4706) or Matt Lumpp (mlumpp@unm.edu or 505-277-4706).

Application Procedures/Deadlines

- October 15, 2018: Application packets will be emailed to Chapter Presidents and will be available at greeks.unm.edu and in the Student Activities Center.
- November 2, 2018: Completed applications due to Student Activities Center by 5:00pm
- November 6, 2018: Elections will occur during MGC Meeting

Eligibility (From MGC Bylaws)

- All candidates running for office must have a cumulative GPA over a 2.5 and maintain during his or her term in office, a semester average over a 2.5. If any officer falls below a 2.5 cumulative GPA, he or she will resign their position and the MGC council will reelect a new officer.
- All candidates for each office must be from a member organization.

Voting Process (From MGC Bylaws)

- At the election meeting, all candidates shall be required to give a speech, not to exceed 5 minutes, detailing their reasons for seeking office and their qualifications
- All MGC member organizations shall have one vote
- The mode of elections shall be a secret ballot. The nominee receiving simple majority shall be elected
- In the case of a tie in an election with more than two candidates, a run-off shall be held between the tied candidates. The candidate receiving the highest votes shall be declared the winner
- In the event a person is not elected for a position, they may choose to become a candidate for the remaining positions to be elected
- In the case of a tie between two candidates, the tie-breaking vote shall be cast by the MGC President

Expectations of all elected Council Officers

Any person running for MGC 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-MGC 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 MGC President or the Office of Fraternity and Sorority Life with at least 2 weeks' notice provided

Electable Positions and Duty Descriptions

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

- Be the official representative of MGC;
- Preside over all MGC meetings;
- Reserve all meeting rooms;
- Declare results of Council voting;
- Call special/emergency meetings;
- Be the liaison between the IFC and Panhellenic Council;
- Be an ex-officio member of all committees;
- Establish any temporary committees necessary to carry out the programs of the Council;
- Apply Parliamentary Procedure, as by Roberts Rules of Order, and MGC Constitutions;
- Appoint chairs when necessary;
- Co-sign for all withdrawals and any other transactions regarding MGC's financial account and;
- Only be allowed to vote in the case of a tie. The President will cast only 1 vote. The President cannot cast a vote on behalf of their organization even if no other delegate is present.
- Help the Secretary maintain and update changes to the MGC Constitution as necessary.

Vice President (Sororities)

- Act as a presiding Co-officer in the absence of the President;
- Act as a liaison with all MGC sororities;
- Act as program chair for women's issues, and be the voice on behalf of all sororities in MGC;
- Coordinate the annual transition of council officers in collaboration with VP of Fraternities and the Greek Life Staff
- Be responsible for the coordination with the Greek Life Staff on MGC Week
- Implement one community service projects per semester in which member organizations will be required to participate;
- Perform other duties as assigned by the President;
- Coordinate one joint community service function(s) per semester as a way to promote unity and cohesion amongst the University of New Mexico Fraternities and Sororities and;

Vice Presidents (Fraternities)

- Act as a presiding Co-officer in the absence of the President;
- Act as a liaison with all MGC Fraternities;
- Act as program chair for men's issues, and be the voice on behalf of all Fraternities in MGC;
- Coordinate the annual transition of council officers in collaboration with VP of Sororities and the Greek Life Staff.;
- Coordinate one social activity per semester that promote unity and cohesion amongst the member organizations of the MGC at UNM;
- Perform other duties as assigned by the President;
- Coordinate one joint function per semester with the IFC and Panhellenic Council to promote cohesion amongst the University of New Mexico Fraternities and Sororities and;

Secretary/Treasurer

- Keep minutes of all meetings;
- Keep roster list of all Executive members and chapter Presidents;
- Issue all necessary correspondence on behalf of the Council;
- Report on all Council correspondence at general meetings;
- Act as fundraising chair;
- Handle all financial exchanges in coordination with advisors;
- Create and maintain the council budget;
- Present a financial report at each meeting;
- Coordinate no less than one fundraiser per semester to further the purpose of the MGC;
- Prepare in cooperation with the President and Advisor, applications for University funding through ASUNM and other University departments;
- Create invoices for and collect semester dues for the council;
- Perform other duties as assigned by the President;
- Serve as parliamentarian in the case of any parliamentary procedure disputes;
- Maintain decorum and order at all meetings and;
- Certify all persons in attendance.
- Maintain and update changes to the MGC Constitution as necessary

Public Relations/Recruitment Chair *(This position will need to be available, in-person, throughout the summer for recruitment preparation, MGC Ambassador training, various tabling opportunities and regular meetings with the MGC Advisors; must be available for all MGC recruitment events; Not required but suggested that this position be held by someone living locally in the summer.)*

- Be responsible for all forms of publicity for the MGC community at UNM;
- Maintain and update All MGC social media accounts. and;
- Work with the officers and chairs to promote all activities and events;
- Be responsible for coordinating MGC Meet the Greeks at the beginning of each semester;
- Shall coordinate all tabling for New Student Orientation programs.
- Be responsible for generating and distributing a list of interested members;
- Perform other duties as assigned by the President.

MGC 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 Fraternities

_____ Vice President Sororities

_____ Secretary/Treasurer

_____ PR/Recruitment Chair

2. Why are you applying for MGC 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 MGC, 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 MGC for the next year? How would you go about accomplishing those ideas/goals?

7. What are your ideas for fostering MGC 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.

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.

MGC 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: _____

Chapter President,

The above named applicant is applying for an Executive Position for the 2019 MGC. 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.

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

Signature: _____ Date: _____

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.