Executive Board Application Packet 2018

Requirements:

- Complete and submit this application
- Sign up for an interview with members of the IFC executive board and IFC advisor (signups are located in the Greek Life Office)
- Must hold at or above a 2.5 GPA
- Must be in good standing with your chapter
- All candidates should be in good standing with the university and enrolled as a full-time student
- Be able to attend all council meeting, executive board meetings, and other required meetings
- Must be available on Mondays and Wednesdays from 3:00 p.m.-4:30 p.m.
- Attend Tri-Council Officer Installation on Wednesday, November 15, 6:00 p.m.

General Interfraternity Council Executive Board Expectations:

- Attend all required officer meetings
- Provide an officer report of all actions and business related to his respective office at all executive and regular meetings of the collegiate council.
- Submit a report to the secretary for inclusion in the council meeting agenda.
- Attend and participate in required university and IFC trainings, council retreats, and transition meetings.
- Meet regularly with IFC advisor (weekly or bi-weekly as deemed necessary.

Application Timeline:

- **October**: Application becomes available
- **Tuesday, October 17**: Applications are due by 4:30 pm to the Greek Life Office
  *Applicants must sign up for an interview when submitting application*
- **Wednesday, October 25 – Friday, October 27**: Interviews (dates subject to change)
- **Wednesday, November 8**: Presentation of slate and elections

Due no later than Tuesday, October 17, 4:30 p.m., Greek Life Office (472 LSU Student Union)
Contact the IFC President, Mason Tusa, at lsuirfcpresident@gmail.com or Donald Abels, IFC Advisor, dabels1@lsu.edu with any questions or concerns.
Executive Board Position Descriptions:

IFC President Responsibilities:
- Represent IFC at various University events, Summer Recruitment Functions, and at weekly meetings.
- Serve as IFC Liaison for Greek Board of Directors
- Preside over Council Meetings and Executive Board Meetings
- Stay in Contact with Chapter Presidents
- Help make decisions and facilitate discussions within the Executive Board
- Keep close relations with the IFC Advisor
- Collect and facilitate the consensus of women’s sorority philanthropy’s for fraternity presidents each year
- Assist VP Recruitment with any tasks he needs completed such as returning phone calls, attending Recruitment informational sessions during the spring and summer, field questions from Potential Members and their parents about the Recruitment Process, etc
- Contact person for recruitment infractions and follow the IFC guidelines
- Coordinate Tri-Council retreat with PHC President and NPHC President

Vice President of Administration Responsibilities:
- Plan and coordinate Interfraternity Council Retreats in the spring and fall
- Attend weekly meetings with IFC council, Exec, committee meetings
- Attend events at the absence of the President
- Oversee all committee events and activities
- Work with delegates to select committee heads and members
- Stay informed of the activities of all committee directors
- Serve as the liaison between committee heads and exec
- Assist VP Recruitment with any tasks he needs completed such as returning phone calls, attending Recruitment informational sessions during the spring and summer, field questions from Potential Members and their parents about the Recruitment Process, etc.

Vice President of Public Relations Responsibilities:
- Plan and coordinate Interfraternity Council Retreats in the spring and fall
- Attend weekly meetings with IFC council, Exec, committee meetings
- Oversee social media accounts
- Work with delegates of the Public Relations Committee to develop t-shirts and promotional items for the IFC.
- Stay informed of the activities of Fraternities in the news.
- Take photos at all IFC events.
- Create with the VP of Recruitment, the Formal Recruitment items such as shirts and books.
- Assist VP Recruitment with any tasks he needs completed such as returning phone calls, attending Recruitment informational sessions during the spring and summer, field questions from Potential Members and their parents about the Recruitment Process, etc.

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Secretary Responsibilities:
*The IFC Secretary is required to take residence in Baton Rouge all summer before recruitment in the fall.*

- Take attendance and keep record for every IFC gathering (meetings, retreats, etc.)
- Attend and prepare agendas and minutes for every IFC Meeting in a timely fashion
- Send weekly reminders for both IFC and Exec in order to assemble agendas
- Prepare agendas and minutes for IFC Council Meetings
- Type up all contact sheets, letters, etc. for IFC
- Attend summer orientation sessions
- Oversee recruitment registration process
- Assist VP Recruitment with any tasks he needs completed such as returning phone calls, attending Recruitment informational sessions during the spring and summer, field questions from Potential Members and their parents about the Recruitment Process etc.

Treasurer Responsibilities:
- Balance and maintain checkbook
- Make deposits
- Write checks-pay bills on time
- Collect dues and other fines from each Fraternity (fall and spring)
- Filing and recording receipts
- Design the IFC Budget
- Update the IFC Budget Bi-Monthly
- Assist VP Recruitment with any tasks he needs completed such as returning phone calls, attending Recruitment informational sessions during the spring and summer, field questions from Potential Members and their parents about the Recruitment Process etc.

Vice President of Standards Responsibilities:
- Provide chapter presidents with written judicial procedures.
- Guarantee full due process for all parties during the hearing procedure, ensure the confidentiality of the proceedings, and maintain a tape recorded or written record of all testimony.
- Call witnesses and adjudicate cases involving actions of fraternity chapters and/or their members.
- Consult with appropriate LSU officials when action is taken against fraternity chapters or their members.
- Meet with the IFC President to monitor and review the progress of any chapter under disciplinary sanctions.
- Undertake or assist in special projects or assignments delegated by the President.
- Additional duties, guidelines, policies, and processes of the Vice President of Standards shall be contained in the IFC Judicial Code. This code shall be used and interpreted as an Article to the IFC Constitution.

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Vice President of Recruitment Responsibilities:
*The IFC Vice President of Recruitment is required to take residence in Baton Rouge all summer before recruitment in the fall.*

- Formulate a recruitment program for the fraternity community and coordinate all recruitment activities including
- Oversee the selection and education of Rho Alphas
- Recommending all dates, times, and locations as to when and where all formal Recruitment functions will be held.
- Coordinating all activities concerned with formal Recruitment.
- Deciding what materials, pamphlets, publications, etc. are to be used in carrying out an effective recruitment program.
- Developing an effective informal Recruitment program when necessary.
- Making any necessary recommendations in dealing with Recruitment.
- Provide information on the recruitment process and the fraternity community to prospective new members.
- Promote interfraternalism and Greek membership by participating in New Student Orientation programs each summer, fall, and spring semesters.
- Undertake or assist in special projects or assignments delegated by the President.
- The Vice President of Recruitment shall not have the privilege to vote in council meetings.
- The Vice President of Recruitment shall have the privilege to vote in Executive Board meetings.
Name: __________________________________________________________

Chapter: _____________________________ Cumulative GPA: __________

Classification: ________________ Phone Number: ______________________

Email Address: ______________________ LSU Student ID Number: __________

*It is extremely important you give a phone number where you can be reached at all times. *
*You must be available on Mondays and Wednesdays from 3pm-4:30pm*
*Must attend the Officer Installation Ceremony on November 15 at 6pm*

Rank the positions you are most interested in applying for (the number 1 showing most interested in and 6 showing least interested in). Only rank positions you are interested in applying for.

___President
___Vice President of Administration
___Vice President of Public Relations
___Secretary
___Treasure
___Vice President of Standards
___Vice President of Recruitment

Please answer the following question to the best of your ability using no more than 250 words per question (some questions will not require answers of this length). Responses should be typed, printed, and attached to the application cover sheet (this form).

1. Describe why you are interested in serving the IFC Executive Board.
2. Look at your top three position choices. What are some ideas/goals that you have for each position and explain how you would go about accomplishing these ideas/goals?
3. What is your vision for the Interfraternity Council and the fraternity/sorority community as a whole?
4. What do you believe are the top three issues affecting the relevancy of fraternities at LSU and how would you work to make fraternities more relevant on this campus?
5. List offices held and committees served on in your own fraternity, IFC, Greek Board of Directors, and/or campus organization.
6. List other campus organizations and any other responsibilities, such as a job, that you would have for 2018.

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Candidate Qualification/Time Commitment:

By submitting my application, I agree to adhere to the following expectations:

2. Attend all IFC General Meetings, IFC Executive Meetings, Retreats, Conferences, and all other IFC/Greek Life events and activities.
3. Complete all officer-related expectations from the Constitution and Bylaws that are assigned/accepted by me.

Signature: ____________________________ Date: ______________________

REMEMBER:

APPLICATION QUESTIONS MUST BE TYPED, PRINTED, AND ATTACHED TO THIS FORM.

APPLICANTS MUST SIGN UP FOR AN INTERVIEW WHEN SUBMITTING PACKET TO THE GREEK LIFE OFFICE.

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