

**Interfraternity Council
Executive Council Petition**

Name: _____

Fraternity: _____

Cell Phone: _____ Email: _____

Major: _____ GPA: _____

Please indicate which position(s) you wish to be considered for (no more than two):

- | | |
|--|-------------------------------------|
| _____ President | _____ Director of Recruitment |
| _____ Director of Administration | _____ Director of Service |
| _____ Director of Academic Development | _____ Director of Peer Review Board |
| _____ Director of Leadership Development | _____ Director of Public Relations |

Instructions

1. Completely fill out this sheet. Be sure to print neatly.
2. On a separate sheet of paper, re-type the appropriate questions and answer each.
3. Attach this cover sheet to your answers and submit your completed application to OFSA by Monday, March 31, 2008 no later than 5:00 PM.
4. Sign-up for an interview with the IFC Personnel Committee. Sign-up sheets can be found at OFSA

Important Information

- Newly elected officers are **REQUIRED** to attend the overnight training retreat that will be held Thursday through Saturday, May 15 – 17, 2008.
- Before submitting this petition, please be aware of the responsibility and time commitment. Plan for seven - ten hours per week (meetings and office hours).
- The term of office begins at the end of April, 2008 and runs until the end of April, 2009

I am aware of the qualifications for office (see attached), attest that I meet each requirement and am able to attend the Council Officer Retreat:

Signature: _____ Date: _____

Qualifications for IFC President

To qualify for nomination to the office of IFC President, an individual shall:

1. Be in Good Standing with Rutgers University; and
2. Be enrolled as a full-time student at Rutgers University; and
3. Be a full & active Member in Good Standing of a member fraternity; and
4. Have at least a 2.50 cumulative grade point average.
5. Have served as a chapter president of a member chapter and/or served as a member of the IFC Executive Council; or
6. Have a letter of recommendation from two members of the Presidents Council; and
7. Not be serving and/or acting in a position in his Fraternity to direct and/or oversee its recruitment after the date of the installation of Executive Council; and
8. Not be serving and/or acting as president of any Rutgers University student organization after the date of the installation of Executive Council.

Qualifications for all other Executive Council Positions

1. Be in Good Standing with Rutgers University; and
2. Be enrolled as full-time student at Rutgers University; and
3. Be a full & active Member in Good Standing of a member fraternity; and
4. Have at least a 2.50 cumulative grade point average; and
5. Not be serving and/or acting as President of his Fraternity after the date of the installation of Executive Council; and
6. Not be serving and/or acting in a position in his Fraternity to direct and/or oversee its recruitment after the date of the installation of Executive Council; and
7. Not be serving and/or acting as president of any Rutgers University student organization after the date of the installation of Executive Council.

Officer Candidate Questions

On a separate sheet of paper, retype the following questions and answer each to the best of your ability. Attach your answer sheet to the Executive Council Application and submit to OFSA by Monday, March 31 by 5:00 PM

Section One: General Questions

All candidates are required to answer the questions in this section.

1. What prior student organization experience have you attained, and how has it helped you network throughout the university community?
2. Community building continues to be a main goal for the next Executive Council. What ideas do you have that will build community for the IFC member chapters?
3. What other leadership positions will you hold in during the 2008/2009 academic year?
4. In what ways can the IFC Executive Council be helpful to the chapter presidents and their chapters?

Section Two: Position Questions

Candidates are required to answer the questions relating to the positions for which they wish to be considered. Please make your answers concise.

President

1. What areas of IFC programming need to be addressed in order to strengthen the council throughout the next term?
2. What steps will you take to meet and know the members of the President's Council?
3. If you are elected, what will be your main priorities? Describe each priority and its importance.
4. Part of being an officer of the Interfraternity Council requires the ability to address sensitive issue facing the entire fraternity community. What areas do you feel need to be addressed during the next term, and how would you begin to address them?
5. How do you plan to work cooperatively with the other Greek governing councils?
6. In what ways have you prepared yourself to assume the duties of this position?

Director of Administration

1. This position is very administrative in nature. Describe any experiences you may have had that will help you to be successful in the position.
2. It is expected that appropriately detailed meeting minutes will be distributed in a timely manner. How will you ensure that this requirement is met?
3. What steps will you take to keep the chapter presidents informed about IFC finances?
4. In what ways have you prepared yourself to assume the duties of this position?

Director of Academic Development

1. Director of Academic Development is a new IFC Exec. Position. Describe some ways that this new officer can provide support to the chapter scholarship chairs?
2. What sort of incentives can the IFC provide to chapters that perform well academically?
3. In what ways can the IFC assist chapters that are below the all-men's average and reward chapters that are above the all-men's average?
4. In what ways have you prepared yourself to assume the duties of this position?

Director of Leadership Development

1. Inexperienced members are often elected to challenging chapter offices. In what ways can the IFC Director of Leadership Development provide training and resources for these young leaders?
2. Describe some ways that the IFC, led by the Director of Leadership Development, can build a "farm team" of young leaders.
3. In what ways have you prepared yourself to assume the duties of this position?

Director of Recruitment

1. Describe your understanding of a year round recruitment model.
2. The RU fraternity community has never truly embraced the concept of year round recruitment. What ideas do you have to better educate the member chapters about year round recruitment and its benefits?
3. Many chapter members have poor recruiting skills. What can the IFC do to assist the chapters in this area?
4. Dry recruitment is the national policy for every IFC member chapter. What steps can the IFC take to better enforce this policy?
5. In what ways have you prepared yourself to assume the duties of this position?

Director of Service

1. All members are required to complete 5 hours of community service each semester. What specific ideas do you have to help the chapter members meet this requirement?
2. The Dance Marathon was initiated by members of the Greek community and is still organized and run by members of the Greek community. What steps can you take to involve every member chapter in the Dance Marathon?
3. In what ways have you prepared yourself to assume the duties of this position?

Director of the Peer Review Board

1. Why do you think it is important for fraternity men to hold one another accountable for violations of policy?
2. Most average chapter members are unaware of their own fraternity's risk management policies. In what way(s) can the Peer Review Board provide risk management education so that chapters can avoid careless policy violations?
3. Describe some ways in which the Basic Expectations of Fraternity Membership, found at the beginning of the IFC Constitution, can be used in the Peer Review process.
4. In what ways have you prepared yourself to assume the duties of this position?

Director of Public Relations

1. Member chapters seldom take steps to publicize their events. What steps will you take to train and educate the chapter PR chairs?
2. PR is more about chapter behavior and performance than it is about issuing press releases. How will you educate chapters about that concept?
3. How would you use the Public Relations process model (Research, Objectives, Programming and Evaluation) to develop a comprehensive IFC PR program?
4. In what ways have you prepared yourself to assume the duties of this position?

Qualifications, Authority, Duties and Expectations IFC Executive Council

Duties of All Executive Council Officers

Executive Council Officers shall:

1. Attend every Executive Council meeting and every Presidents Council meeting for the duration of the meetings; and
2. Attend IFC Officer Retreats and Presidents Retreats for the duration of the retreats; and
3. Attend IFC activities, programs, and/or events as determined by the Presidents Council, IFC President, Office of Fraternity and Sorority Affairs, and/or Rutgers University; and
4. Meet regularly with his assigned Advisor in the Office of Fraternity and Sorority Affairs; and
5. Serve at least four office hours per week in the IFC Office as specified by the IFC President; and
6. Work cooperatively with the officers of the other Greek governing councils; and
7. Fulfill his duties as outlined in Article VII of the IFC Bylaws; and
8. Maintain a complete and accurate records of activities, programs, and/or events for which he is responsible; and
9. Participate in the thorough training and transfer of files with his successor; and
10. Assist in the complete preparation of the NGLA Awards packet; and
11. Maintain at least a 2.50 cumulative grade point average and be registered for 12 credit hours; and
12. Complete all other duties as assigned.

Position Specific Responsibilities

President

The President is chiefly responsible for the overall operation of the IFC and shall:

1. Preside over all sessions of the Presidents Council and meetings of the Executive Council;
2. Serve on or represent the IFC on any university or student committee as necessary;
3. Coordinate and expedite projects and business of the IFC
4. Maintain close contact with all work of the IFC;
5. Meet weekly with the IFC Advisor and keep the IFC Advisor informed of all IFC business;
6. Bring business to the Presidents Council when necessary and appropriate;
7. Appoint and disband special committees;
8. Regularly review performance of each IFC executive officer;
9. Call the Presidents Council into special sessions as circumstances dictate;
10. Acts as the official representative of the fraternities at official functions;
11. Prepare the annual awards application for the Northeast Greek Leadership Association;
12. Complete all other duties as assigned.

Director of Administration

The Director of Administration shall:

1. In the presidents temporary absence, perform the duties of that office;
2. Coordinate the Personnel Committee and the IFC Election process;
3. Serve as secretary and take the minutes of each Presidents Council and Executive Council meeting;
4. Distribute meeting minutes to member chapters, IFC web page, NPHC Executive Council, Panhellenic Executive Council, OFSA and Student Life;
5. Schedule rooms/meeting locations for each Presidents Council and Executive Council meeting;
6. Prepare a budget and submit to the Presidents Council for approval no later than the last meeting of each semester;
7. Cooperate with the Student Activities Business Office (SABO), maintain records and observe required procedures;
8. Collect all payments owed to the IFC and notify the President and IFC Advisor when a member chapter is in arrears;
9. Pay all bills owed by the IFC;
10. Provide a financial status report at each meeting to the Presidents Council;
11. Complete all other duties as assigned.

Director of Academic Development

The Director of Academic Development shall:

1. Compile and distribute campus academic resources;
2. Meet with and assist chapters that fall the all-men's average;
3. Hold at least one officer roundtable per semester;
4. Complete all other duties as assigned.

Director of Leadership Development

The Director of Leadership & Academic Development shall:

1. Regularly seek out and promote opportunities for fraternity men to increase their involvement in university organizations and to improve their leadership skills;
2. Serve on the planning committee for the fall and spring Chapter Presidents retreat;
3. Coordinate leadership development opportunities for new members;
4. Hold at least one officer roundtable per semester;
5. Complete all other duties as assigned.

Director of Recruitment

The Director of Recruitment shall:

1. Organize and execute all facets related to the fraternity recruitment program;
2. Preside over the IFC Recruitment Committee;
3. Produce or coordinate the production of all recruitment and promotional pieces;
4. Organize presentations regarding the Greek community to students and parents;
5. Provide chapters with a listing of men eligible to become new members;
6. Develop assessment instruments to evaluate the effectiveness of the IFC recruitment program;
7. Monitor all chapter recruitment functions;
8. Provide education and training to help chapters with their recruitment programs;

9. Hold at least one officer roundtable per semester;
10. Complete all other duties as assigned.

Director of Service

The Director of Service shall:

1. Serve as the IFC representative to the Dance Marathon. Provide regular Dance Marathon updates to the Presidents Council;
2. Coordinate one all-fraternity service event in the fall semester;
3. In conjunction with the other Greek governing councils, coordinate Greek Service Week;
4. Provide regular service opportunity updates to the Presidents Council;
5. Hold at least one officer roundtable per semester;
6. Complete all other duties as assigned.

Director of the Peer Review Board

The Director of the Peer Review Board shall:

1. Coordinate the interview/selection/training process for Peer Review Board members;
2. Develop educational programs for member chapters;
3. Meet regularly with the IFC Advisor;
4. Coordinate hearings of the Peer Review Board;
5. Provide Peer Review Board findings to the Presidents Council;
6. Follow up on chapter sanctions imposed by the Peer Review Board;
7. Complete all other duties as assigned.

Director of Public Relations

The Director of Public Relations shall:

1. Develop a comprehensive public relations program for the IFC;
2. Regularly submit press releases to the Daily Targum, publicizing IFC events;
3. Coordinate IFC advertising in the Daily Targum;
4. Serve on the IFC Recruitment Committee;
5. Supervise the IFC Webmaster;
6. Hold at least one officer roundtable per semester;
7. Complete all other duties as assigned.