



Interfraternity Council 2023 Executive Board Application

If you have any questions, feel free to contact the IFC President, Nick Johnson at johnson1@warhawks.ulm.edu

Interfraternity Council
— **Executive Board Application**

Thank you for your interest in applying for an executive position on the University of Louisiana Monroe IFC Executive Board. Please complete the following and attach any additional information that is requested. Any questions should be directed to the current IFC President.

Applications are due (completed and signed) by Friday, Nov 4, 2022 in the Office of Greek Life (Student Center 258) by 11:30am.

Name:

Please keep the following dates available: Elections – **Monday, November 7th at 5 pm**. You must attend elections to be eligible for a position on the IFC Executive Board.

_____ **(Please Initial)** I authorize the Interfraternity Council to verify my cumulative GPA. I understand that if slated, my cumulative GPA will be included in the slated materials provided to the executive board.

Requirements:

Be an Active Member or New Member, in good standing, of a Member Fraternity.

Maintain good academic standing with the University of Louisiana Monroe by maintaining at least a **2.7 cumulative GPA**.

Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.

Have a working knowledge of the IFC Constitution and Bylaws, the University of Louisiana Monroe policies, NIC Standards, and FIPG risk management policies.

If you are applying for the position of **Vice President of Recruitment**, please complete the following checklist:

___ (Y/N) I will be in the Monroe Area during the summer

Questions:

Please answer the following questions and submit any additional information you would like to include. Please attach your responses on a separate piece of paper. If you choose to handwrite your responses, **they must be written clearly**. Any applications that cannot be read will be thrown out.

- 1) Please list some ideas you have for the office(s) you are applying for.
- 2) What position(s) do you currently hold in your organization? List the duties associated with each position you hold.
- 3) What is your idea of the ideal IFC community?
- 4) What time commitments will you have in Spring/Fall 2022? About how much time will each activity take up?
- 5) What is the main issue Greeks are facing today?

Certification, Qualification, and Time Commitment:

I certify that all information contained in this application is true and written solely by me. Furthermore, I have carefully read the requirements of being a member of the Interfraternity

Council Executive Board and certify that I am eligible and would fulfill the duties of the position(s) for which I am applying.

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

Support the mission, values and vision of the University of Louisiana Monroe, Fraternity and Sorority Life, and the Interfraternity Council at ULM.

Attend all IFC General Meetings, IFC Executive Meetings, IFC Delegates Meetings, Conferences, events and activities.

Complete all officer-related expectations from the Constitution and Bylaws that are assigned.

Serve a term of office that runs January 1, 2022 - December 31, 2022.

Signature: _____ Date: _____

Vice President of Recruitment:

- Serve as chair of the IFC Recruitment Committee.
- Utilize technology (Facebook, Instagram, Twitter, etc.) in recruitment and marketing efforts.
- Produce and distribute promotional materials to all incoming students and unaffiliated students.
- Develop recruitment workshops and programs for Member Fraternities.
- Uphold the IFC Recruitment Policy and ensure no restrictive policies are placed on new member recruitment.
- Maintain an interest list of Potential New Members.
- Collect and maintain accurate New Member Rosters for each Member Fraternity.
- Provide advice and support to Member Fraternity recruitment officers.
- Coordinate recruitment activities with the ULM Greek Advisor.

Vice President of Communications:

- Serve as secretary of the IFC General Body.
- The VP of Communications shall be responsible for all IFC correspondence and clerical duties.
- The VP of Communications is responsible for copying and distributing all minutes of IFC General Council meetings and any public documents of the IFC.

Vice President of Finance:

- Serve as chair of the IFC Finance Committee.
- Supervise the annual budget process.
- Collect IFC Member Fraternity dues or other assessments as needed.
- Maintain accurate records throughout the year through invoicing and receipts.
- Review and approve all IFC Expenditure Request Forms and IFC Reimbursement Request Forms.
- Make all disbursements with a cosigner.
- Prepare financial statements monthly and at the end of each term for distribution to all Member Fraternities.
- Make bank deposits when necessary and in a timely manner.
- Provide advice and support to Member Fraternity financial officers.

Vice President of Scholarship:

- Coordinate a scholarship chair orientation program for Member Fraternities.
- Publish important academic dates and deadlines.
- Collect and distribute information about campus academic services, such as tutors, the writing lab, math lab, learning assistance programs, interest tests, career counseling, placement workshops, and library resources.
- Work individually with member fraternity scholarship chairs below the all men's grade point average.
- Build and maintain relationships with faculty, academic offices, and academic honorary societies.
- Provide advice and support to Member Fraternity scholarship officers.

Vice President of Member Development:

- Develop best practices for new member and member education programs for Member Fraternities.
- Collect and report new member retention, academic, and involvement statistics.