



## **APPLICATION FOR INTERFRATERNITY COUNCIL EXECUTIVE OFFICE**

This application is due by 12:00pm on Friday, October 25, 2024, in the Fraternity and Sorority Life Office – LBJ Center #410.

-----

**Eligible candidates must possess a 2.7 cumulative GPA and not hold the position of chapter president, recruitment officer, or IFC delegate coinciding with the same 2025 term of office as their elected IFC position.**

-----

### **DUTIES AND RESPONSIBILITIES OF IFC EXECUTIVE OFFICERS**

#### **IFC President**

The duties and responsibilities of the IFC President are as follows:

- A. Provide guidance and focus on the efforts of the General Body and Executive Committee.
- B. Preside over all meetings of the General Body and Executive Committee.
- C. Cast the final vote in the event of a tie.
- D. Build rapport and establish positive working relationships between IFC and member chapter leaders.
- E. Serve as the official spokesperson for the fraternity community.
- F. Establish positive working relationships with campus and local law enforcement agencies.
- G. Regularly interact with the leaders of other governing councils and campus organizations.
- H. Establish a working relationship with key college administrators and local San Marcos city officials.
- I. Establish a working relationship with and communicate campus data, issues, and trends in a timely manner to the NIC.
- J. Maintain current information for accurate member chapter rosters.

#### **IFC Vice President of Health, Safety, and Community Standards**

The duties and responsibilities of the IFC Vice President of Judicial Affairs are as follows:

- A. Serve as chair of the IFC Judicial Board and serve as the non-voting Chief Justice of all IFC Judicial Board hearings.
- B. Communicate with the university official assigned to Student Organization Conduct for coordination of member chapter allegations and IFC Judicial Board justices' trainings.
- C. Investigate and refer to the IFC Judicial Board alleged violations of IFC policy.
- D. Ensure proper filing and preparation for all judicial actions.
- E. Ensure compliance with all IFC judicial action imposed upon a member chapter.
- F. Educate member chapters on the IFC Constitution and Bylaws, judicial processes, and risk management policies annually.
- G. Conduct judicial policy and procedures training for new IFC Judicial Board justices.
- H. Assist in conflict mediation between member chapters.
- I. Review all IFC governance documents, at least annually.
- J. Educate member chapters on the NIC Health and Safety Guidelines, the IFC Constitution and Bylaws, judicial processes, and risk management policies.
- K. Assist member chapters in the implementation of and compliance with the NIC Alcohol & Drug Guidelines.
- L. Ensure all member chapters have completed the Mandatory State of Texas Risk Management Training each September.

- M. Coordinate Health and Safety efforts with other councils and stakeholders
- N. Assist the FSL Office in the management of the social event registration process and provide education on the university's fraternity and sorority social host policy.
- O. Work to educate member chapters on the cap for the number of chapter events with alcohol they may host in relation to their academic performance the semester prior according to the Texas State University and IFC Academic Social Event Program.
- P. Will work with the IFC President to ensure that the IFC has sufficient liability insurance coverage.
- Q. Work with advisors and university officials to establish a Medical Good Samaritan Policy or reaffirm existing state or university policies.
- R. Provide support to chapter Risk Management and Health and Safety Officers.

#### **IFC Vice President of Internal Recruitment**

The duties and responsibilities of the IFC Vice President of Recruitment are as follows:

- A. Work with member chapters to establish a recruitment process that meets the needs of chapters and potential new members, as well as provides opportunities for interested men to learn about the fraternity experience.
- B. Develop recruitment program that allows for all chapters to participate in meeting the potential new members who register for IFC recruitment.
- C. Develop recruitment workshops and programs for member chapters.
- D. Uphold the IFC Recruitment Policy and will not restrict the ability of chapters to distribute bids outside of the designated IFC beginning of semester recruitment period.
- E. Provide advice and support to member chapter recruitment officers.

#### **IFC Vice President of External Recruitment**

The duties and responsibilities of the IFC Vice President of External Recruitment are as follows:

- A. Supervise IFC Recruitment Guides and the IFC Ambassador Program.
- B. Maintain an interest list of Potential New Members and appropriately share this list with chapters.
- C. Collect and maintain accurate New Member Rosters for each member chapter.
- D. Will focus on fostering interest in joining fraternities and marketing the fraternity experience to incoming students and potential new members.
- E. Utilize technology (social media, etc.) in recruitment and marketing efforts.
- F. Produce and distribute promotional materials to all incoming students and unaffiliated students.

#### **IFC Vice President of Finance**

The duties and responsibilities of the IFC Vice President of Finance are as follows:

- A. Serve as secretary of the IFC General Body and maintain business meeting agendas, meeting minutes, and IFC correspondence.
- B. Supervise the annual budget process.
- C. Collect IFC member chapter dues or other assessments as needed.
- D. Maintain accurate records throughout the year through invoicing and receipts.
- E. Review and approve all IFC Expenditure Request Forms and IFC Reimbursement Request Forms.
- F. Make all disbursements with a cosigner.
- G. Provide a financial report monthly and at the end of each term to the member chapters during business meetings.
- H. Work with the FSL Administrative Assistant to make club account deposits when necessary and in a timely manner.
- I. Provide advice and support to member chapter financial officers.

#### **IFC Vice President of Community Engagement**

The duties and responsibilities of the IFC Community Engagement are as follows:

- A. Develop service projects and philanthropic events for member chapters.
- B. Oversee the annual IFC Canned Food Drive for the Hays County Food Bank each November.
- C. Provide advice and support to member chapter community service/philanthropy officers.

- D. Coordinate diversity and inclusion programming for member chapters.
- E. Promote inclusion within member chapters in order to make the fraternity community more welcoming and inclusive to individuals from diverse backgrounds.
- F. Publish important educational programming dates and deadlines.
- G. Collect and distribute information about campus diversity and inclusion programming and resources.
- H. Build and maintain relationships with faculty, academic offices, and/or departments that support diversity and inclusion.
- I. Provide advice and support to member chapter new member education officers and programming officers to provide diversity and inclusion programming.

#### **IFC Vice President of Scholarship and Member Development**

The duties and responsibilities of the IFC Vice President of Scholarship are as follows:

- A. Coordinate a scholarship chair orientation program for member chapters. Collect member chapter academic/scholarship programs to help support their efforts.
- B. 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. Publish important academic dates and deadlines.
- C. Work individually with member chapter scholarship chairs below the all-men's grade point average to create a plan to address specific academic issues in their chapter.
- D. Build and maintain relationships with faculty, academic offices, and academic honorary societies and maintain a faculty recognition program for the IFC.
- E. Provide recognition opportunities for chapter members who excel academically.
- F. Provide advice and support to member chapter scholarship officers.
- G. Develop best practices for new members and member education programs for member chapters.
- H. Collect and report new member retention, academic, and involvement statistics.
- I. Organize, develop, and implement a new member IFC orientation program.
- J. Develop opportunities for continuing member education by collaborating with alumni, Texas State University offices and departments, and student organizations to offer educational programming covering the following topics: academic achievement, alcohol consumption, career preparation, civic engagement, hazing, leadership development, sexual assault/abuse, and values and ethics.
- K. Collaborate with other FSL Councils and the FSL Programming Board to bring educational programs to the Texas State Fraternity & Sorority Community.

#### **IFC Vice President of Public Relations**

The duties and responsibilities of the IFC Vice President of Public Relations are as follows:

- A. Establish a strategic communication plan for the IFC and its member chapters that addresses protocols for crisis response, social media, marketing, and media engagement.
- B. Establish communication coinciding with the Chapter Advancement & Awards Program (CAAP) to ensure member chapters report community service hours, philanthropic dollars, and leadership activities on a monthly basis.
- C. Collect and disseminate information on the fraternity community to all campus and community media sources.
- D. Collaborate with public relations officers of fellow FSL Governing Councils, the FSL Programming Board, and university marketing and communications staff to market and publicize IFC and community-wide events and programs.
- E. Keep the media informed of upcoming events or potential news.
- F. Establish a positive working relationship with external constituents.
- G. Assist in the development of various IFC publications and outreach programs.

**TEXAS**  **STATE**  
**INTERFRATERNITY**  
**COUNCIL**

**IFC Executive Board Application for 2025**

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

TXST E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Major: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Spring 2024 GPA: \_\_\_\_\_

Classification: FR SOPH JR SR Anticipated Graduation Date: \_\_\_\_\_

Please number each IFC Executive Positions for which you wish to be considered in order of preference:

\_\_\_\_\_ *President*      \_\_\_\_\_ *VP Health/Wellness/Standards*      \_\_\_\_\_ *VP Internal Recruitment*

\_\_\_\_\_ *VP Finance*      \_\_\_\_\_ *VP Community Engagement*      \_\_\_\_\_ *VP External Recruitment*

\_\_\_\_\_ *VP Scholarship & Member Development*      \_\_\_\_\_ *VP Public Relation*

-----  
**This portion is to be completed by your chapter president:**

I certify that \_\_\_\_\_ is active and in good standing with the  
\_\_\_\_\_ chapter of \_\_\_\_\_ and do recommend him for leadership of the  
Interfraternity Council.

Chapter President's Signature \_\_\_\_\_ Date \_\_\_\_\_

-----  
Thank you for your interest, and we look forward to receiving your application.

If you have any questions, please contact:

**Caden Carpenter**, *Interfraternity Council President*, [cyc23@txstate.edu](mailto:cyc23@txstate.edu)

or

**Bob Dudolski**, *Associate Director of Student Involvement & Engagement*, [r\\_d146@txstate.edu](mailto:r_d146@txstate.edu)

Fraternity and Sorority Life Office – LBJ Student Center #410 / 512-245-5646

Be prepared to answer the following questions in your interview:

- What ideas do you have for your highest ranked positions on your application?
- What outside time commitments do you have that are a priority, if you were to be elected to the board?
- What does your ideal Fraternity & Sorority community look like?
- What are your future goals, activities, and projects for the IFC?
- What are your previous and current chapter/campus/community activities and honors?