

2008 Interfraternity Council Application Packet for Executive Positions

Due: Tuesday November 27, 2007

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**Please contact the IFC President, Adam Tracy (artracy@wpi.edu), or
any current officer with any questions or concerns.**

Letter to Applicants

Thank you for your interest in the Interfraternity Council. Worcester Polytechnic Institute has long had a very successful and exemplary Greek Community, and each year the members of the Interfraternity Council are charged with the task of assisting the fraternities here on campus to continue to grow into even better chapters. While nearly two thirds of chapters on campus already regularly win national awards—a statement to how strong our Greek Community really is—improvement and progression are still necessary so that our chapters remain the models for fraternity that they currently are.

Serving on the Interfraternity Council will give you a chance to make forward progress and accomplish tasks for the Greek System as a whole. It is imperative that you be able to put your chapter affiliation aside at times, simply thinking of yourself as a member of the WPI Greek Community, in order to remain effective and impartial. Looking forward, however, you will see your decisions and efforts making positive change for the Greek System, which means bettering your chapter in the long run.

IFC is a significant time commitment. While commitments vary by chairmanship or officership, make sure that you discuss the time commitment with the previous executive officer so that you are not surprised by it if you are elected to office. It is also important to discuss specific duties of positions, including what the current officer believes has been important during his term and also what he thinks can be improved.

The Interfraternity Council is an important group of men who have a large effect on the Greek Community and the Institute. Those who came before you worked hard to help build the Greek System into what it is today, and it is important that we have smart and motivated men to continue to guide what they have worked so hard on. Thank you for applying, and I look forward to seeing you at elections.

Fraternally,

Adam R. Tracy
IFC President
Alpha Chi Rho, Delta Sigma Phi

Organization of the Interfraternity Council As of September 2006

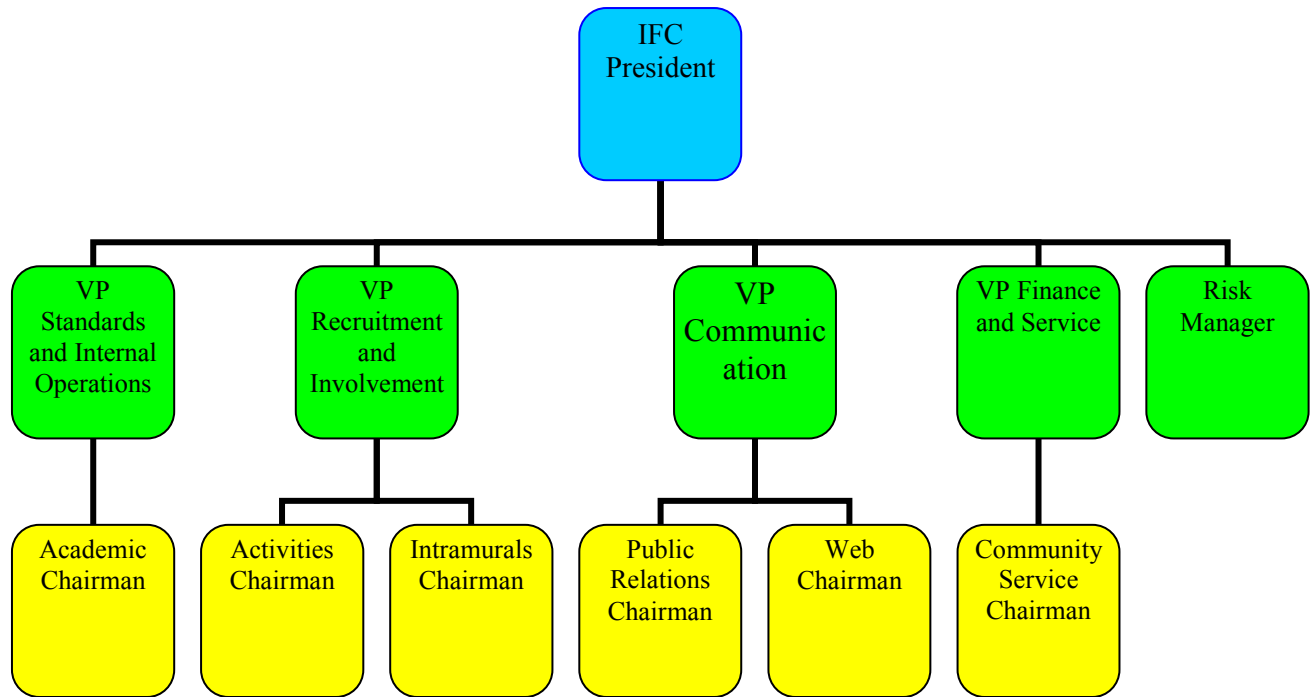


Chart of Required Signatures

Applicant Position Signature Required

President
 VP Standards and Internal Operations
 VP Recruitment and Involvement
 VP Communication
 VP Finance and Service
 Risk Manager
 Academic Chairman
 Activities Chairman
 Intramurals Chairman
 Public Relations Chairman
 Web Chairman
 Community Service Chairman

Adam Tracy
 Andrew Anderson
 Todd Prokop
 Dan Szewczyk
 Marcos Rivera
 Patrick Milano
 Kurt Schebel
 Alec Gorski
 Jonathan Shoemaker
 Alex Forti
 Gerard Dwan
 Kyle Flynn

Descriptions of Executive Positions

By Order of Election

President

- Preside over all IFC meetings
- Serve as liaison to all IFC publics, including, but not limited to, WPI and the Worcester Community.
- Represent the IFC at Greek Alumni Council Meetings.
- Serve as a liaison to the Student Government Association and all other campus organizations.
- Vote during any IFC meeting in the event of a tie.
- Frequently work with Panhellenic Council to resolve Greek Community Issues.
- Ensure that all IFC policies are reviewed for amendment and revision on an annual basis.
- Ensure that all IFC executives are aware and are in compliance of IFC policies.

Vice President of Standards and Internal Operations

- Preside over all IFC executive meetings
- Officiate in the absence of the IFC President.
- Serve as Chairman of the IFC Judicial Board.
- Ensure compliance of Judicial Board Protocol
- Oversee the overall progress of the IFC Executive Board.
- Ensure policy compliance during IFC Functions.
- Oversee the Academic Chairman, including his committee

Vice President of Recruitment and Involvement

- Form and preside over the IFC Recruitment Committee.
- Annually review and revise the IFC Recruitment Policy as outlined in the document herein.
- Regulate and coordinate all IFC Recruitment Activities
- Enforce Recruitment Policy as outlined in the document herein.
- Preside over fraternity recruitment.
- Inform all freshmen males of Recruitment Rules during A term and the formal Recruitment period.
- Oversee the Activities and Intramural Chairmen, including their respective committees

Vice President of Communication

- Keep concise and permanent records of all official IFC Meetings.
- Keep concise and permanent records of all IFC Executive Meetings.
- Type official IFC meeting minutes and send to Web Coordinator following meetings.
- Act as clerk of the IFC Judicial Board.
- Maintain IFC contact and mailing lists.
- Maintain IFC attendance records and meeting excusals/absences.
- Act as office manager of the IFC/Panhellenic Office.
- Responsible for reporting statistics to the North American Interfraternity Conference.

- Archiving modified constitutions/bylaws and maintaining a list of revisions/additions/deletions.
- Oversee Public Relations and Web Chairmen, including their respective committees

Vice President of Finance and Service

- Maintain records of all financial transactions.
- Prepare an annual budget.
- Collect dues from houses.
- Write checks from IFC account.
- Authorize IFC expenditures.
- Prepare quarterly expenditure reports and budget performance analysis for the IFC Executive Board and Chapter Presidents.
- Oversee Community Service Chairman, including all
- committees, responsibilities and endeavors as defined in Title
- 1, Article II, Section 3.

Risk Manager

- Preside over the IFC Risk Management Committee.
- Annually review and revise the IFC Risk Policy as outlined in the document herein.
- Oversee the social activities of the chapters.
- Enforce Risk Policy as outlined in the document herein.
- Coordinate IFC Party Patrol.
- Serve as the Investigating Officer for the IFC Judicial Board.
- To send out email notification to all IFC members and presidents every Friday by noon

Descriptions of Executive Positions By Order of Election

Academic Chairman

- Plan and promote events which encourage and catalyze the academic success of members of the Greek Community
- Maintain current grade release forms and a calculated Greek GPA
- Coordinate with individual chapter academic chairmen to assist them in maintaining the academic success of the Greek Community
- Maintain active contact with Greek alumni, plan and promote networking events with Greek alumni
- Actively serve as a point of contact for Greek alumni to publicize job opportunities to members of the Greek community.

Activities Chairman

- Preside over the IFC Activities Committee.
- Provide programming for the Greek Community.
- Organize manpower as needed for any IFC sponsored event.
- Coordinate Greek Community events with the Panhellenic Council Activities Chairwoman
- Present IFC with a tentative Greek Week schedule for the next academic year prior to the end of the last meeting in D-term.
- To gain approval of voting members, by a majority vote, for the finalized Greek Week schedule at least 30 days prior to the first Greek Week event.

Community Service Chairman

- Coordinate all Greek community service activities.
- Keep records of community service for IFC and its member Chapters.
- Coordinate Greek-Wide community service activities with the Panhellenic Council Community Service Chairwoman.

Intramural Chairman

- Coordinate intramural and athletic activities for the chapters.
- Work with the head of athletics to help run games, collect rosters, make schedules, and find more efficient ways to coordinate intramural sports.
- Keep records for the Intramural Cup.

Public Relations Chairman

- Preside over the Public Relations Committee.
- Collect and disperse information for parents and students on Greek Life
- Inform all appropriate members of the WPI community of all IFC activities.
- Assist chapters in publicizing community service events.
- Apply for relevant North American Interfraternity Conference
- Awards

Web Chairman

- Maintain the IFC website to create an interface between the IFC, its member chapters, and the organization's publics.
- Post all up to date IFC related documents for accessibility.
- Post official IFC meeting minutes on a weekly basis.

2007 Interfraternity Council Application

Applicant Information:

Name: _____ Phone: _____
WPI Box: _____ Email: _____
Major: _____ YOG: _____
Terms Away/Abroad, C07 to B07: _____
Student ID Number: _____
Fraternity Affiliation: _____
Desired Position: _____

List and Describe Greek-Related Leadership Experience:

List and Describe Other Leadership Experience, Awards or Recognition:

List and describe other Offices, Chairmanships or Leadership Positions you will or may hold during your prospective IFC Term.

Signature of Current Office Holder:

Name: _____ Signature: _____

Signature of Chapter President:

Name: _____ Signature: _____

Executive Position Questions

Please submit a separate sheet of paper, maximum of two pages, with numbered answers to the following questions.

1. What problems or shortcomings do you see with IFC right now, and how do you believe that these could be improved? Focus especially on actions related to the position you are applying for and those who will report to you.
2. What do you see as the mission of IFC, and how would you work in your prospective position to help accomplish that mission?
3. As an IFC executive, how do you plan to motivate and work with your respective chairman to achieve common goals? If the position that you desire does not directly communicate with chairmen, how will you help ensure the process of stratified communication set by the IFC bylaws is utilized?
4. What do you believe will be the hardest part of your desired position and what is your plan to overcome it?
5. If you are not elected to your desired position, are there any other positions on IFC for which you plan to run, and why? Please try to touch upon some of the questions above for this position as well.

Petition for Interfraternity Council Executive Position

We, the undersigned, hereby nominate _____ for Interfraternity Council _____, an executive position.

Name (Printed):	Signature:	Chapter:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

No more than ten signatures can be from members of any one chapter.