

**APPLICATION FOR INTERFRATERNITY COUNCIL**

**EXECUTIVE OFFICE**

This application is due by 12:00pm on Monday, April 23rd, 2018 in the Greek Affairs Office –
LBJ Center #4-14.1.

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Eligible candidates must possess a 2.7 cumulative GPA and not hold the position of chapter president coinciding with the same one semester term of office as their elected IFC position.

*(Short overlap of time may be considered for chapter presidents leaving office)*

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SOME DUTIES AND RESPONSIBILITIES OF AVAILABLE IFC EXECUTIVE OFFICERS

Vice President of Operations

1. Supervise the finances of the IFC.
2. Responsible for the prompt payment of all bills.
3. Collect and account for all dues, bills, fees, and other finances of the organization
4. Report at each meeting the financial status of the IFC.
5. Submit a yearly budget of all IFC financial concerns by the second meeting of the spring semester to the legislative body for a necessary 3/4-majority vote of approval.
6. Accurately record the minutes of IFC meetings, executive council meetings, and any special or called meetings.
7. Duplicate the minutes of meetings and distribute copies to IFC representatives, executive board members, IFC Advisor, Greek Affairs Coordinator, and the Assistant Dean of Students.
8. Maintain and update all IFC contact lists.

Vice President of Scholarship

1. Responsible for holding at least two roundtable discussions each semester on scholarship related topics.
2. Responsible for creating a scholarship guide to be used by member chapters in aiding academic success.
3. Responsible for working with the Greek Affairs staff to create, train, and oversee the academic programs for each respective member fraternity.
4. Responsible for a Faculty/Staff member of the month recognition program.
5. Will oversee the IFC Scholarship Program.
6. Meet with selected faculty and staff once a semester in coordination with the Greek Affairs Office to discuss and address academic issues.

Vice President of Service

1. Responsible for holding at least two roundtable discussions each semester on service related topics.
2. Create and/or host at least one all IFC service activity per semester.
3. Plan and execute the IFC Annual Canned Food Drive benefitting the Hays County Food Bank in the fall semester and the IFC Annual Clothes Drive in the spring semester.
4. Responsible for seeking out and creating an on-going relationship for the IFC and a community service organization.
5. Serve as a direct liaison to campus events such as Bobcat Build and other service related events.



**IFC Executive Board Application for 2018**

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

**E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cumulative GPA: \_\_\_\_\_\_\_\_\_ Fall 2017 GPA: \_\_\_\_\_\_\_\_\_\_**

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

***Please check each IFC Executive Positions for which you wish to be considered:***

***\_\_\_\_\_ VP Operations \_\_\_\_\_ VP Scholarship \_\_\_\_\_ VP Service***

***Please be prepared to provide a short speech outlining your qualifications for the position you are seeking, the ideas you have for the position and your desire to lead the entire fraternity community beyond your own fraternity chapter. Speeches will be limited to three (3) minutes and a short “question/answer” session will follow your speech.***

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**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**This application supporting your nomination made during the business meeting on Monday, April 9th is due to the Greek Affairs Office (LBJ Student Center, Suite 4-14.1) by 12:00 p.m. on Monday, April 23rd, 2018 to be eligible for consideration.**

***IFC Executive Board Elections will be held at the IFC Business Meeting on Monday, April 23rd, 2018.***

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

If you have any questions, please contact:

**Jake Negvesky,** *Interfraternity Council President,* jgn15@txstate.edu

**or**

**Bob Dudolski**, *Assistant Dean of Students*, r\_d146@txstate.edu

Greek Affairs Office – LBJ Student Center #4-14.1 / 512-245-5646