

## **2018 Interfraternity Council Elections Packet**

This elections packet contains all necessary information for members interested in running for an elected IFC position. **All application materials are due by Monday October 30<sup>th</sup>.**

The Interfraternity Council Executive Board consists of the following members:

- President
- Vice President
- Chief Justice
- Director of Recruitment
- Director of Programming
- Director of University Affairs
- Director of Finance & Administration

Note: The elections will be held in the order mentioned above

**Application Process:** Candidates interested in running for an executive position must complete the following application steps:

1. Complete the [Application form](#), repeat for each position you would like to apply for. You may re-submit the same answers to general questions for subsequent applications.
2. Email a .pdf version of your resume to ifcvp@uw.edu. Subject Line IFC 2018 Elections + your name
3. Prove you are in good standing with your fraternity chapter by having your president send an email to ifcvp@uw.edu. Your chapter president simply needs to state your name and affirm that you are in good standing with your chapter

**Note: You may apply for as many positions as you want. However, you may only be slated for one position.**

An individual cannot hold the positions of chapter president and IFC President, Vice President, Chief Justice, or Director of Recruitment at the same time. Additionally a chapter recruitment chair cannot simultaneously hold the position of IFC Director of Recruitment. These stipulations are outlined in the IFC bylaws and no exceptions will be given.

**Slating Process:** Each application will be vetted through a slating process. The slating committee will review each application and will select three candidates to move on in the election process. The slating committees will be assembled as follows:

**President:** IFC President, Vice President, Chief Justice

**Vice President:** IFC President, Vice President, Chief Justice

**Chief Justice:** IFC President, Vice President, Chief Justice

**Director of Recruitment:** IFC President, Vice President, Director of Recruitment

**Director of Programming:** IFC President, Vice President, Director of Programming

**Director of University Affairs:** IFC President, Vice President, Director of University Affairs

**Director of Finance & Administration:** IFC President, Vice President, Director of Finance and Administration

**Elections:** If selected to move on, candidates will give a speech on November 9th during Election Night. After each candidate has given his speech, all candidates running for that position will step out of the room, the presidents will then deliberate and vote. Results will be announced immediately after the voting occurs. **Candidates running for President will have five minutes to speak, and will have three minutes to answer any questions. Candidates running for all other positions will have three minutes to speak and will have two minutes to answer any questions.**

**Schedule:** The Application and elections process will proceed as follows:

**10/06:** Application Opens

**10/30:** Application Closes

**11/02:** Slating decisions are announced

**11/09:** Elections @ 6:00pm in Gowen 301

*Even if you are not slated you may still run off the floor.*

## **Commitment and Compensation:**

Each member of the Executive Board shall serve the following number of hours per week:

1. President, Vice President, and Chief Justice = Twelve (12) hours per week.
2. All other directors = Eight (8) hours per week.

Each member of the Executive Board shall receive a salary at a rate of fifteen (15) dollars per hour, not to exceed the hours outlined in Article 4.4. Officer salaries are to be paid on a bi-weekly basis. In the event that the local, state, or national requirements for minimum wage exceed \$15/hour, the officers of the Executive Board are to be paid in accordance with the highest applicable minimum wage.

## **Responsibilities:**

### **General**

All officers are expected to be active contributing members of the executive council. This includes attending weekly executive meetings, biweekly presidents' meetings, quarterly council retreats, and participating in other council efforts.

Officers should be available to attend the following events:

- Joint Council Exec Retreat Jan 19-21
- President's Retreat Jan 26-28
- AFLV West Apr 5-8

All positions except Director of Recruitment are expected to be active for Winter, Spring, and Fall 2018. Director of Recruitment is additionally expected to be present for and operate summer recruitment and will receive a stipend of \$3000 at the end of the summer.

Important side note: discussions are being had about requiring the Chief Justice to be active during the summer. Please take this into consideration when deciding whether to apply for Chief Justice.

### **President**

- (a) Assumes the general executive authority of the IFC as delegated to him in the bylaws and by the Legislative Council.
- (b) Will preside over all Legislative Council meetings.
- (c) Will be the official representative for the IFC.
- (d) Will oversee all activities of IFC.

- (e) Will preside over all expansion activities.
- (f) Will act as a liaison with the University Finance and Administration.
- (g) Will immediately communicate changes in policies and regulations from the University to the Executive Board and Legislative Council.
- (h) May enter IFC into contractual agreements unless delegated.
- (i) Will serve as a co-representative to the Office of Fraternity and Sorority Life Advisory Committee and appoint the other co-representative from either the previous IFC OFSL Advisory Committee representatives or the current IFC Executive Board.
- (j) Will be responsible for cultivating and maintaining the Greek Community's relationship with fraternity and sorority alumni in terms of involvement and giving.
- (k) Will serve as the liaison to the Alumni Interfraternity Council (AIFC) and work to facilitate alumni involvement within the Greek Community.
- (l) Will assume responsibility for the investigation of complaints against the IFC or its member chapters and report the findings to the IFC Executive Board.

### **Vice President**

- (a) Will assume all responsibilities and powers delegated to the IFC President in the absence of the President.
- (b) Will act as Chief of Staff and Personnel Director to the Executive Council
- (c) Will preside over all internal council affairs and activities
- (d) Will manage all personnel matters, mediating any and all internal affairs
- (e) Will preside over all executive council meetings
- (f) Will serve as chair for all IFC hirings and will represent the IFC executive board's hiring decisions to the legislative body.
- (g) Will assume responsibility for the investigation of complaints against the IFC or its member chapters, and report the findings to the IFC Executive Board.
- (h) Will serve as Chief Investigator for the IFC Standards Board.
- (i) Shall conduct ad-hoc hirings to address unmet needs in the Executive Board.

## **Chief Justice**

- (a) Will preside over the IFC Standards Board.
- (b) Will receive charges against any fraternity and act thereon as prescribed by the procedures in Article 5. The Standards Board.
- (c) Will maintain and update each chapter's file regarding violations of IFC rules, codes, policies, and regulations.
- (d) Will oversee management of the IFC Bylaws and will complete a total review of governing documents at the beginning of his term.
- (e) Will review the IFC and the University of Washington's hazing, alcohol, and judicial policies on a yearly basis.
- (f) Will coordinate with the Director of Programming to facilitate risk management programming for chapter Social Chairs, Risk management Chairs, Presidents, new member, and any other relevant parties.
- (g) Will coordinate with the Director of Programming to implement the Greeks

Take Action initiative, and any similar programs to work towards addressing the issue of sexual violence in the Greek Community.

## **Director of Recruitment**

- (a) Will coordinate the IFC year-round recruitment effort.
- (b) Will interpret and deliver opinions to the Standards Board concerning recruitment guidelines and violations.
- (c) Will schedule and implement meetings with all recruitment chairs prior to and during the summer recruitment period.
- (d) Will plan and implement programs for recruitment chairs and their chapter members.
- (e) Will design and develop recruitment marketing materials.
- (f) Will execute recruitment events and programs sponsored by the IFC during the Summer.
- (g) Will coordinate the annual Greek Preview event each Spring.
- (h) Will coordinate the Greek Ambassador program.

### **Director of Programming**

- (a) Will oversee the development of all programming for the fraternity community.
- (b) Will write programs for specific events and groups which may include but are not limited to:
  - i. New Member Day
  - ii. Greek Awards
  - iii. Greek Leaders
  - iv. Greek Week
  - v. Homecoming
- (c) Will oversee the process for approval of fraternity philanthropic events.
- (d) Will serve as chair of the Greek Relations Committee to oversee and execute planning for Greek Week.
- (e) Will serve as liaison to the Greek Community Project.
- (f) Will oversee the Greek Diversity Initiative, working with chapter diversity chairman positions to promote equity within the Greek Community.
- (g) Will plan and implement programs and provide resources in the area of academic achievement through roundtables, professional organizations, and other on-campus collegiate opportunities.

### **Director of University Affairs**

- (a) Will coordinate all neighbor, community, University, and public relations programs for the IFC.
- (b) Will serve as liaison to the North of 45th Committee and First Year Programs.
- (c) Will maintain an ongoing relationship with The Daily. This includes attending The Daily staff meetings and helping to ensure Greeks are represented on the student media staff
- (d) Will serve as editor of any relevant Greek publications.
- (e) Will update the IFC website regularly.
- (f) Will develop all marketing materials for the IFC in conjunction with the respective IFC Vice President if needed.
- (g) Will maintain and regularly update the IFC website.

- (h) Will collaborate with chapters regarding their academic standards, including new member advisors and any faculty advisors.
- (i) Will act as a liaison between the IFC and ASUW, attending ASUW Senate meetings and promoting Greek involvement in campus organizations.
- (j) Will represent IFC on all applicable internal UW-related committees and projects.
- (k) Will work directly with the UW Alumni Association (UWAA) and Office of Alumni Relations, including:
  - i. Assist in cultivating opportunities for student participation in UWAA sponsored events.
  - ii. Assist in connecting UWAA with graduating seniors.
- (l) Will support the Assistant Director of Advancement (ADOA) for Fraternity and Sorority Life in their duties, which will include, as appropriate, but are not limited to:
  - i. Assisting fraternities and sororities in planning campaigns for endowed scholarships through connections to the ADOA.
  - ii. Assisting in soliciting funding for fraternity and sorority endowments.
  - iii. Assisting in soliciting endowed funding for the Interfraternity Council and Office of Fraternity and Sorority Life.
  - iv. Assisting in alumni engagement events and personal visits around OFSL staff travels as well as additional opportunities.
  - v. Providing ongoing reports to stakeholders (chapter representatives).

### **Director of Finance and Administration**

- (a) Will oversee the payroll for the IFC Executive Board
- (b) Will preside over all billing of fraternities.
- (c) Will preside over all IFC financial matters.
- (d) Will prepare a budget each year to be approved by the Legislative Council.
- (e) Will collect fraternity quarterly reports including information such as member rosters, leadership positions, financial matters, etc.
- (f) Will record attendance and take minutes at all Legislative Council and Executive Board meetings.
- (g) Will keep contact lists current and handle all office correspondence and supplies.

- (h) Will coordinate, in conjunction with the OFSL staff members, the purchase and distribution of office equipment and supplies.
- (i) Will coordinate, in conjunction with the Chief Justice, the collection of fines.
- (j) Will compose weekly digest to keep chapter presidents up-to-date on current activities.
- (k) Will coordinate the logistics for all events and programs.