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**InterFraternity Council Executive Board Application**

Thank you for your interest in joining the InterFraternity Council Executive Board. In this application, you will find the information required to apply for one of the five positions on the 2014 InterFraternity Council Executive Board, including personal data and short answer questions that will allow you to expand on your interest in the Executive Board. Please answer each question thoughtfully but concisely, as some of this information will be used at elections.

Please keep the following information in mind:

* **Applications are due on** **Friday November 21st, 2014 at 11:59 pm**. Unfortunately, late applications cannot be accepted. Please submit all completed applications as a Word Document file to the current IFC President (Bishoy Ameen) at ba23868@columbia.edu.
* **Elections will be held on Monday, November 24th, 2014 at 9:00 pm in Lerner 569.** Applicants and those speaking on their behalf must be present.
* Applicants are highly encouraged to contact the InterFraternity Council Executive Board **prior** to elections to inquire about position duties and set up meetings at [ba2368@columbia.edu](mailto:ba2368@columbia.edu).
* The Executive Board is required to attend Greek Leaders training with the Associate Director of Fraternity and Sorority Life in the Spring. Details to be provided.
* Check out our website for more information: <http://www.columbia.edu/cu/ifc/>.

Additionally, you will be asked to speak in front of the IFC Chapter Representatives for up to 2 minutes about your goals for the position during the Election Meeting on Monday, November 25th, 2013. You are also asked to have someone else speak on your behalf for another minute.

We look forward to receiving your application. Feel free to reach out with any questions about the application or position roles.

Sincerely,

Bishoy Ameen

InterFraternity Council, President

Section I. Position Descriptions and Eligibility

The IFC Executive Board is comprised of five elected members from the IFC chapters on campus. The five positions on the Executive Board are: President, Vice President Programming, Vice President Administration, Vice President Finance, and Vice President Community Relations. The Executive Board members meet weekly to discuss business and ideas for new programming for the IFC.

**Eligibility:**

1. Candidates must be initiated members (initiated prior to Fall 2013) and in good standing with their chapter and the Office of Residential Programs- Fraternity and Sorority Life.
2. No single chapter may be represented by more than 2 positions on the IFC Executive Board.
3. The President of a Greek organization may not hold a position on the IFC Executive Board.
4. Candidates must have a cumulative GPA above the 2.5 requirement.

**Duties and Responsibilities of Board Members:**

**1. President**

* Leads meetings and represents community on the IGC Executive Board.
* Sets semester goals for the IFC and oversees all operations to ensure that goals are reached and that each of the board members fulfill their respective roles.
* Meets with administration and the Director of Fraternity and Sorority life on a regular basis.
* Conducts weekly walk-through checks for IFC fraternities hosting registered events.
* Sends weekly updates to chapter presidents.
* Meets with all chapter presidents at the start of the fall semester.
* Plans 1 sexual assault presentation each semesters to help chapters fulfill alpha standards.

**2. VP-Programming**

* Plans 1 IFC social event every semester (e.g. basketball tournament in fall, dodge-ball tournament in spring). Works closely with board members and chapter presidents to ensure that the planned event takes place.
* Represents IFC in President's absence

**3. VP-Administration**

* Plans 1 IFC philanthropy event every semester in conjunction with VP-community relations.
* Monitors chapter attendance and standing at weekly IFC meetings.
* Verifies party registrations
* Coordinates party monitor training and takes attendance.
* Takes and distributes meeting minutes.

**4. VP-Finance**

* Oversees the IFC budget and all board spending.
* Manages and approves all spending made by the board by filling out purchase requests.
* Manages and approves co-sponsorship requests from chapters
* Prepares F@CU presentation for Spring.
* Assists in helping plan all chapter events.

**5. VP-Community Relations**

* Plans 1 IFC philanthropy event every semester in conjunction with VP-administration.
* Updates and maintains IFC website (experience with website design is necessary)
* Represents IFC in the community and neighborhood of Columbia University
* Complies philanthropy statistics for chapters
* Works with social chairs of each chapter to compile IFC rush calendar at the start of each semester.

**Section II. Personal Data and Short Answer**

Name:

Position you are running for:

Phone:

Email:

Chapter Affiliation: Semester of Initiation:

Year: Cumulative GPA (will not be shared):

Major: Expected Graduation Date:

Are you considering study aboard? If so, when:

List previous Campus & Greek Leadership involvement:

Other commitments/leadership roles you will be holding while serving on the IFC Executive Board:

**Short Answer Section:**

Please explain (1) Why are you interested in running for this position and (2) What do you hope to accomplish in your role as a member of the IFC Executive Board (i.e. what are you plans/ideas)?. Maximum of 500 words.

Describe what challenges you think might be faced by the fraternal community here at Columbia University and how the IFC can positively affect this? Maximum of 200 words.

Please note any experience working with the InterFraternity Council or InterGreek Council in the past.

**Signature**

I, [INSERT NAME], hereby give the Office of Residential Programs- Fraternity and Sorority Life, in conjunction with the InterFraternity Council, the right to verify my academic records to confirm my Grade Point Average with the University.

Electronic Signature (Include your name and UNI):

Name: UNI:

Date: