



President

OFFICER GUIDE



advocate - collaborate - educate



Congratulations!

You have been chosen by the representatives of your Interfraternity Council to represent the fraternity community for the upcoming year.

Becoming the IFC President is a duty not to be taken lightly, and is one that should be met with great responsibility, patience, and diligence. As the President for your IFC, you will be looked at as the face of the fraternity community by faculty, staff, students, and visitors of the campus. It is important that as IFC President, you are knowledgeable and articulate on current issues that are important to the fraternity/sorority community. It is impossible to lead a group of men if you do not have a current pulse on the matters that are crucial to the development of the fraternity community as a whole.

This guide was created by the North-American Interfraternity Conference (NIC) with the intention of providing you with the materials you will need to be a successful IFC officer. The NIC was founded in 1909 and is the trade association that represents 75 International and National men's fraternities. The NIC serves to advocate the needs of its member fraternities through enrichment of the fraternity experience, advancement and growth of the fraternity community, and enhancement of the educational mission of the host institutions. The NIC is also committed to enhancing the benefits of fraternity membership through its relationship with Interfraternity Councils.

While this guide was intended to be used in conjunction with the Interfraternity Council, the information in this guide is meant to be fully inclusive of the fraternity/sorority communities led by the Inter-Greek Councils and can be easily shared with NPC, NPHC, NALFO, NMGC, NAPA, and other organizations. This type of interfraternal cooperation will increase the likelihood of successful implementation and maintain positive relations between all elements of the fraternity/sorority community.

For further information, you can visit www.nicindy.org or use the contact information that is located in the appendix of this guide.



IFC's relationship with the NIC

The NIC has a storied history of collaboration with Interfraternity Councils to offer its expertise and guidance in ensuring operational success. Given its unique position within the industry, the NIC has a responsibility to utilize its collective knowledge and experience to connect with councils in order to assist in their development of optimal operations and effective educational opportunities. The hope of the NIC is that our efforts to raise each local fraternity community will collectively raise the global fraternity community.

What can IFC expect from the NIC?

At any host institution where two or more NIC Member Fraternities have established undergraduate chapters, an Interfraternity Council (IFC) shall be established which will be chartered by the NIC. An IFC will be composed of all undergraduate chapters of NIC Member Fraternities present at a host institution. The NIC will provide staff, resources, and services to assist Interfraternity Councils in instituting optimal operations, officer competencies, and best practices. The NIC will provide IFCs with an IFC Resource Manual and will assist IFCs in reviewing and establishing model governing documents that are in accordance with NIC Standards and policies and do not infringe upon the sovereignty of Member Fraternities and their chapters.



How will the NIC help campus IFCs?

The NIC assists councils by providing increased training and resources for IFC Executive Board officers and IFC Representatives. This support focuses on the individual development and skills of officers, as well as providing training and resources designed to advance the role of the Interfraternity Council as the primary advocate, governance and educational body for the fraternity experience within a campus and local community.

Through better interactions with IFCs, the NIC will be able to work with IFCs and host institutions to:

- Develop optimal IFC operations through dedicated staff (Coordinators of IFC Services) and volunteer positions (Regional Advocates) responsive to IFC operational needs, advocacy concerns, and policy inquiries from students and/or host institutions;
- Deliver base-level training, education, and ongoing services for all IFCs and IFC officers;
- Provide guidance and support in constitution/bylaws/policy changes, recruitment processes, and officer transitions;
- Develop resources and tools to assist IFCs with recruitment, marketing, and public relations to augment interest in joining fraternity, to better educate the potential recruit and his parents, and to promote fraternity on campus;
- Assist IFCs in crisis intervention and response, brand management, and values-based decision-making;
- Offer guidance in identifying and preempting impending issues concerning campus relationship statements, recognition agreements, and indemnification clauses;
- Provide all IFCs with IFC best practices, NIC Standards education, and other generally accepted industry policies established by the NIC;
- Provide host institutions with highly qualified volunteers who have close proximity, local expertise, and institutional knowledge; and
- Establish formal reporting mechanisms for campus data and statistical information to better track industry information and trends for use by IFCs.



IFC President Responsibilities

The duties of the IFC President are divided into internal and external duties.

A more detailed list can be found below.

Internal Duties:

- Provide guidance and focus to the efforts of the IFC General Body and Executive Board
- Preside over all meetings of the IFC General Body and Executive Board
- Visit with member fraternities regularly to determine what needs are not being met as well as learning which IFC efforts are particularly strong
- Build rapport and establish positive working relationships between IFC and member fraternity leaders
- Assume responsibility personally or for a designee to ensure records of all IFC correspondence and activities is being kept for officer transition purposes
- Cast the final vote in the event of a tie
- Maintain current information for accurate fraternity rosters

External Duties:

- Serve as the official spokesperson for the fraternity community
- Work to cultivate an open and honest dialogue with campus and local media in order to better tell the story of fraternity in your community and advocate for the fraternal experience
- Establish a positive working relationship with campus and local law enforcement agencies
- Regularly interact with the leaders of other fraternity/sorority governing councils, student government, and other campus organization leaders to promote collaboration, shared experiences, and the ideal of community
- Consult and inform student affairs staff including the IFC Advisor and Chief Student Affairs Officer on campus
- Establish a working relationship with key administrators including the IFC Advisor, the Dean of Students/Vice President of Student Affairs, and the College/University President



IFC Meeting Logistics

The IFC President is to preside over all meetings of the IFC General Body and Executive Board. These meetings:

- Should be held weekly in a consistent location
- Project an interfraternal attitude
 - Place chairs and tables in a circle or square to maximize interaction
 - Provide name cards for each IFC Representative
 - Prepare group activities
 - Allow member fraternity announcements given at the end of the meeting
 - Pass the gavel to share positive news or personal accomplishments
- Run according to parliamentary procedures

The IFC should publish a list of meeting dates, times, and locations for the entire term. Any changes to the schedule should be communicated in advance in a timely manner.

Parliamentary Procedure:

Early in the term time should be devoted to a short instructional lesson on parliamentary procedure which can be facilitated at an IFC General Body meeting or during an IFC retreat. The use of parliamentary procedures will expedite the business of the IFC meeting.

Basic parliamentary procedures include -

- Introducing new business – “I move that...”
A second is required, the motion is debatable, it can be amended, and a majority vote is needed to continue
- Amending a motion – “I move to amend the motion by...”
A second is required, the motion is debatable, it can be amended, and a majority vote is needed
- Referring a motion to the committee – “I move to refer the matter to the committee...”
A second is required, the motion is debatable, it can be amended, and a majority vote is needed
- Temporarily suspending consideration of an issue – “I move to table the motion...”
A second is required, the motion is not debatable, it cannot be amended, a majority vote is needed
- Ending debate – “I call the question...”
A second is required, the motion is not debatable, it cannot be amended, and a 2/3 vote is required

For more information on parliamentary procedure and Robert’s Rules of Order you can visit this website: <http://www.robertsrules.org/>



Sample Meeting Agenda:

IFC Representatives should receive upcoming agendas and the minutes of the previous meeting prior to all IFC General Body meetings.

Distributing agendas and motions prior to the IFC General Body meeting will serve two purposes:

1. Clearly states the purpose of the meeting
2. Provides IFC Representatives enough time to prepare for the meeting and discuss motions with other chapter members and advisors

A sample agenda should include the following:

- I. Meeting called to order
- II. Roll call
- III. Reading of previous minutes and request for corrections
- IV. Reports
 - a. Executive Board officer reports
 - b. Committee chair reports
- V. Old business (unfinished topics from previous meetings)
- VI. New business (new topics to be discussed or voted on)
- VII. Organizational announcements
- VIII. Gavel pass sharing member fraternity accomplishments
- IX. Adjournment



IFC Executive Board Officer Meetings

IFC Executive Board Officer Meetings should be held at least the day before the IFC General Body meeting rather than immediately before to allow time for any additional preparation if needed. The focus of this meeting should be to prepare the agenda items and review all business that will be discussed in the IFC General Body meeting. A prepared and informed board will demonstrate the collective organization of the IFC. IFC Executive Board officer meetings should not be an abbreviated delivery of reports but a time to share and discuss resources and ideas for the future of the fraternity community. IFC Executive Board officers should not take away from the role of the chapter delegates in approving business.

A sample executive meeting agenda might include:

- I. Review of past meeting minutes and pending projects
- II. Officer reports and assignments for the upcoming week
- III. Setting the agenda for the next meeting
- IV. Discussion of current topics or issues of concern
- V. Sharing individual accomplishments from the past week



IFC Representatives

In order to allow the council the opportunity to function as it should, chapter delegates to the IFC should be respected and knowledgeable members of their chapters.

- Each IFC Representative should be elected by their chapter
- A chapter president should not serve as an IFC Representative
- The IFC Constitution and Bylaws should provide specific requirements for eligibility to serve as IFC Representatives, which may also include good judicial standing and the length of time they have been a member in their chapter

IFC Representative Orientation:

It is the responsibility of the IFC Executive Board officers to provide an orientation and training for IFC Representatives. This will ensure that IFC Representatives are knowledgeable about not only the role and function of IFC, but also the role of the IFC Representative for their member fraternity. This training should occur when new IFC Representatives are elected to their position. Training should cover the following topics:

- Roles and expectations of IFC Representatives
- Roles and responsibilities of the IFC
- Structure of IFC
- Management of IFC meetings/Roberts Rules of Order
- IFC policies, positions, and procedures including an overview of the NIC and the NIC Standards
- Overview of current fraternity community goals and concerns
- Overview of other fraternity/sorority governing councils



IFC Representative Manual:

Another great way to ensure that your delegates are receiving the appropriate information is to provide them with an IFC Representative Manual at the start of their term as a delegate. This resource manual could also be distributed to new chapter officers. The manual may include the following:

- IFC Constitution and Bylaws
- IFC policies and position statements
- Contact lists for IFC Executive Board officers, standing committees, IFC Representatives, and member fraternity presidents
- Organizational goals for the year
- Calendar of IFC and member fraternity events
- Outline of sample IFC meeting agenda
- NIC Standards
- Overview of Robert's Rules of Order
- Scholarship resources and requirements
- Emergency procedures and comprehensive crisis management plan
- Campus facility reservation procedures
- Descriptions of campus and local resources with contact information
- Contact lists for executive officers of other fraternity/sorority governing councils



Fostering Relationships

As the spokesman of the fraternity community, it is important to establish and maintain relationships with various stakeholders.

Included in this section are key stakeholders for you and the IFC Executive Board to build rapport to advance and promote the fraternity community.

IFC Advisor

The IFC Advisor is an administrator employed by the institution who in most cases will have a master's degree and additional professional experience in working with students. While job descriptions are quite varied, most will be charged with working with the students of the fraternity community to maximize the success of the community. It is to your benefit as the IFC President to work collaboratively with the IFC Advisor to build a strong working relationship that will benefit the community as well as your own personal development.

To do this, we recommend the following:

- Meet consistently (at least once a week) with the IFC Advisor
- Inform the IFC Advisor about any potential problems before they arise
- Be transparent with the goals and direction of the IFC Executive Board as well as the needs of the members in the fraternity community
- Solicit their opinion, assistance, and support for IFC policies, programming and initiatives
- Several items should be discussed throughout the year, including:
 - New program and collaboration ideas
 - Leadership training and other educational programming
 - Scholarship resources and officer requirements
 - Budgeting and financial management
 - Revisions of the IFC Constitution and Bylaws
 - Resignation and impeachment procedures
 - Local community outreach
 - Campus facility reservation procedures
 - Descriptions of campus and local resource contacts
 - IFC position statement on alcohol and hazing
 - IFC Judicial process
 - Recruitment programs
 - Expansion



Member Fraternities

The IFC President should be willing to collect feedback from member fraternity presidents in order to better the direction of the IFC. An

IFC President that consistently solicits opinions from member fraternity presidents as well as the opinions of officers in umbrella organizations will gain the respect and support needed to carry out the goals of the organization. A survey can be created to solicit proper feedback. Questions to include on the **survey** might include:

- What services offered by the IFC have you or your chapter used?
- What improvements could be made to enhance IFC services?
- What educational programs are needed by the fraternity community?
- List three new program ideas for the IFC to consider

Building good relationships with member fraternities is also essential in creating credibility of the IFC. Having IFC Executive Board officers who are visible on and off campus that members can find and approach easily helps to demystify the structure of IFC. Visiting all member fraternities communicates a willingness to listen to member's needs and concerns.

Some talking points for **member fraternity visits** include the following:

- IFC goals for the year
- Upcoming fraternity/sorority programs
- Major topics of concern
- Progress report to date
- Requests for new program ideas
- Request for feedback

Chapter liaisons are also a great way to improve communication between chapter officers and the IFC Executive Board. Assigning officers to member fraternities increases their interaction and promotes positive IFC relations. The liaison should not be a member of the fraternity chapters he is assigned to visit. The liaison may decide to eat meals, attend meetings, or informally visit his assigned chapters on a weekly or biweekly basis. Fraternities who are not represented on the IFC Executive Board will begin to feel more comfortable with IFC and be more open to seeking assistance from the IFC and willing to support future IFC initiatives.



Campus Administrators

Building good relationships with key campus administrators is also essential in creating credibility of the IFC. Scheduling one-on-one meetings with the College/University President, Vice President of Student Affairs, and Dean of Students communicates a willingness to listen to the needs and concerns of the campus administration, establishes rapport between key decision makers, and may help better align the goals of the institution and the fraternity community.

The best method for informing campus officials about issues and concerns important to the fraternity system is to consciously facilitate a forum to do so. This setting could be a business meeting, a formal reception, or an informal working lunch depending on the needs and the size of the group. The key is to set an agenda and make sure that all parties involved are aware that the purpose of meeting is to increase awareness, understanding, and appreciation of their common goals and interests. Such a forum provides real opportunities to solicit feedback from other populations and develop real relationships with key stakeholders.

Some **talking points** for meetings with campus administrators may include the following:

- IFC goals for the year
- Upcoming fraternity events/programs
- Major campus projects/initiatives
- Collaboration opportunities
- Major topics of concern
- Requests for funding



Campus Media

The IFC leadership should cooperate with campus newspaper officials to support a reporter specifically assigned to cover fraternity news in a timely manner. After a relationship has been established with the campus media, the leaders of the fraternity community should strive to make fraternity news a priority and encourage the student newspaper to support a reporter specifically assigned to cover fraternity community activities.

Once a reporter has been assigned for regular coverage, fraternity life news will appear more consistently and accurately in the paper than when various staff tries to report the news. It is important that this reporter is willing to provide an unbiased view of fraternity life. The IFC must supply information at least weekly to the reporter to maintain their interest and expect any consistency in their coverage.

The reporter should be invited to IFC General Body meetings and given copies of the minutes and agendas. As the reporter becomes more and more familiar with the IFC and its leaders, the relationship will strengthen.

Ideas for possible fraternity life articles include:

- Implementation and response to new IFC policies
- Features on fraternity life history and traditions
- Development of positive new member programming
- Spotlight successful or improving member fraternities
- IFC calendar of activities
- Academic and scholarship reports
- Community service reports
- New member recruitment information
- Campus leadership opportunities

A note about negative fraternity news...

When a fraternity situation becomes campus news, IFC leaders must communicate openly and honestly with the reporter. A fraternity community cannot expect the campus newspaper to ignore fraternity news simply because it is negative. The IFC leaders should share the information in a positive way, articulate the standards of the fraternity community, and detail any current and future educational efforts that relate to the incident.

The relationship with the campus newspaper and reporter may take time to nurture, but is well worth the energy spent as part of a continual public relations effort to enhance the fraternity community image on campus.

The ability to enhance the image of the fraternity community can only be successful as they relate to real behavior and environment of the community. The fraternity community cannot successfully craft and tell the story of the fraternity experience if that story does not reflect the real experience.



Student Organizations

The IFC should maintain positive relationships with other student organizations such as student government, campus programming board, residence hall association, and multicultural student groups to better foster collaborative efforts and involvement opportunities.

Positive relationships with other student organizations can be easily and effectively maintained by being better acquainted with each other and openly sharing information among members. One way to do this is to hold joint meetings with the officers of other major student organizations on campus. These meetings might be information discussions about campus issues and concerns they may have in common, or they could be planning sessions for upcoming activities that promote collaborative efforts in programming. Other meetings might be more formal gathering where campus officials or community leaders are invited to make presentations and answer questions on various topics such as running effective meetings, delegating responsibilities, and improving their communication skills. The key is to increase the level of interaction between the members of the groups so that communication and collaboration happens freely.

IFC Executive Board officers should personally develop relationships with key campus leaders from other student group. Spending time with other organizational leaders not only increases the IFC information base but also builds rapport and credibility. If the IFC were ever in need of assistance or outside funding for future activities, existing relationships with other student organizations would prove beneficial.

Co-sponsorships

Another means of creating and enhancing the relationships among these organizations is the co-sponsorship of activities and events. By pooling resources with other organizations, the IFC can provide a higher level of service to its members while simultaneously developing a positive working relationship and better understanding between groups. Each organization will also feel more invested in the relationship when information is freely shared and all members are included in the decision making process from planning to implementation.



Alumni

IFC leaders should meet at least twice a year with fraternity alumni leaders, member fraternity advisors, and house corporation representatives to proactively discuss important issues in the fraternity community. Many campus communities have active alumni councils that are aware of the needs of the local fraternity community and are able to provide guidance to current fraternity community leaders.

IFC Executive Board officers should actively work to develop this relationship, keep alumni informed of the current state of the fraternity community and work to utilize the professional expertise of local alums to aid in the organizational or skill development of IFC officers, representatives and community members.

At least one representative of the IFC, typically the IFC President, should be present at alumni council meetings to provide a regular update on upcoming fraternity/sorority events and activities and voice student concerns when appropriate. If there is no formal organization of local fraternity alumni, the IFC should create other opportunities to involve local and regional alumni volunteers in campus activities.

Other forums and opportunities for **alumni interaction** are available by working with the alumni affairs office on campus. Some opportunities you may want to consider are:

- Alumni association meetings (typically 3-4 meetings per year)
- Class reunions (normally held during the summer)
- Student recognition and awards programs
- Athletic events
- Homecoming activities (this should be coordinated well in advance to allow plenty of time to make arrangements during a busy weekend)
- Forums with the IFC Advisor



Campus/Local Law Enforcement

Having a good relationship with campus and local law enforcement officials is important. This relationship allows police officers to discuss their services and methods of operations such as addressing noise complaints and citing open container violations. Law enforcement agencies also provide many types of educational programming and safety awareness services that may interest members of the fraternity community. Establishing rapport also allows for the opportunity for police to voice their concerns about the behaviors of the fraternity community in a forum that is outside of any potential responses to behavior.

The IFC leadership should meet with these officials at least twice a year. Such a meeting will promote positive relationships and will lessen prejudices when police are forced to respond to fraternity complaints. It is highly suggested that the IFC try to meet with all officers responsible for the territory where fraternity houses are located because they deal directly with fraternity members on a regular basis. One open forum or several smaller meetings may be needed to reach all personnel.

One of the largest concerns of police officers are responding to fraternity complaints is the loss of time which could be used for actual law enforcement. An excellent idea for promoting positive relations if police are routinely coming to fraternity property is the assignment of member fraternity presidents or social chairs to ride with police officers for several hours on a busy Friday or Saturday night. This allows fraternity leaders to gain a better understanding of the hectic pace of officers when many social activities are taking place on or around campus. Fraternity officers should share their new insight with their entire membership following this experience.

A note about meeting with campus police and law enforcement...

The most important thing for the IFC to remember during the meeting is to remain calm and collected and act professional at all times. Sharing concerns is both appropriate and beneficial, but the conversation should consist of more than just venting frustrations. An argument between fraternity leadership and police will do much more harm than good for the future working relationship.



IFC Constitution and Bylaws

The Constitution and Bylaws of the IFC are the official working documents of the organization and need to accurately reflect operating procedures. Since the issues facing fraternity communities are constantly changing, the IFC Constitution and Bylaws should be updated annually with an executive officer given the responsibility of chairing a review committee. Reviewing the document each year will prevent the IFC from using an outdated Constitution that may not accurately reflect current policies and practices.

A constitution should include the following:

- Mission and Purpose
- Membership requirements
- Duties of member fraternities
- Separation of powers
- Executive Board officer qualifications
- Explanation of the amendment process

The bylaws of the organization should contain more specific information on the following:

- Executive Board officer roles and responsibilities
- Committee structure
- Elections
- Code of Conduct
- Judicial policy
- Financial policy
- Recruitment policy
- Expansion policy
- Risk management policy
- Explanation of the amendment process

*** A model Constitution and Bylaws are available in the IFC Resource Manual.**



Below are some items to keep in mind when creating officer qualifications and officer duties for your IFC. Remember, you may also want to work with other student organizations to see their bylaws and the requirements they uphold.

Officer Qualifications:

- GPA requirement (a 2.5 cumulative GPA is recommended)
- Good Judicial Standing within the institution

Officer Job Descriptions:

- Role of executive board member
- Relationships with other IFC officers
- Relationship with member fraternities
- Chain of command and supervisory responsibilities
- Service on IFC committees
- Projects to be completed and applicable timelines
- Use of officer reports and documentation
- Budgetary responsibilities
- Meetings to attend
- Individual relationships to maintain

In order to avoid potential challenges associated with removing an officer, all IFC officers and committee chairs should be given complete job descriptions and asked during the election or selection process if they understand the duties. The IFC will then know that an officer in question at least understood the duties of the position that they have accepted before having to make a decision about his removal.

Officer Responsibilities:

All other officer responsibilities are listed in the corresponding officer guide for that office. See the specific guide for more information.

In addition to officer qualifications, descriptions, and responsibilities, the IFC Representative should also have a section in the bylaws pertaining to their qualifications, job description, and responsibilities. More information on this is discussed in the IFC Representative Training section of this guide.



Officer Impeachment Process:

No one anticipates that a newly elected officer will neglect his responsibilities, but IFCs from time to time find themselves in a situation where an officer is simply not performing and is decreasing the effectiveness of the organization. The IFC must be ready and able to remove the officer to resolve the situation.

Once an officer performance concern is recognized, the IFC President and the IFC Advisor should meet with the individual and allow the officer an opportunity to develop a performance plan or to resign from their position. If the officer desires a second chance, and works collaboratively with the IFC President and the IFC Advisor to develop a performance plan, a review should take place in several weeks to evaluate their progress. If no improvement has been seen, removal procedures in accordance with the IFC Constitution and Bylaws should begin immediately and a successor should be chosen. The duties of the IFC officers affect the entire fraternity community and should require qualified and committed officers serving in these important roles.

Committee Structure:

The productivity of an IFC can increase substantially with the use of an effective committee structure. Committee structures may be easy to design on paper but can be more difficult to implement and maintain. A commitment must be made by IFC officers to make a functional committee structure operational. The IFC shall have the following standing committees chaired by its respective corresponding member of the IFC Executive Board:

- Recruitment Committee
- Finance Committee
- Scholarship Committee
- Member Development Committee
- Community Relations Committee



Ad Hoc Committees:

The IFC Executive Board or the IFC President may form ad hoc committees as deemed necessary to perform the work of the IFC. The IFC President shall appoint the ad hoc committee chairman and committee members with the concurrence of the IFC Executive Board.

- Alcohol education and intervention
- Alcohol policy enforcement

IFC Executive Board officers should supervise committee work and provide continuous feedback to the entire executive board. Committees should ideally meet prior to the weekly executive board meetings so that officers are able to provide an update on committee activities. Committee representatives should be prepared to give progress reports at all IFC meetings.

One important way to keep committee members involved and motivated is to keep them busy. Each committee should receive three to five tasks to work on throughout the year. These projects might be attempted all at once to be finished by the end of the year, or they may be done one at a time so the committee can feel some sense of accomplishment along the way.

Maintaining files:

Officer files

Officers should maintain records throughout the year to pass on to new officers upon election. Officer guides (such as this one) are effective and an easy way to get a new officer started on the right foot. Giving each new officer an actual binder already started for them will encourage continued documentation of their work.

Permanent files

Permanent files should exist on all IFC projects and initiatives. Implementing an IFC program is easier when accurate records from past activities are readily available. Records need to be kept whether the IFC is doing a project for the first time or the tenth time. Officers and chairs should be encouraged to keep records from the beginning of their terms to prevent forgetting or losing any of the information.

Meeting Minutes

Meeting minutes and agendas should be permanently stored in IFC files as official records of all IFC business. Minutes need to accurately reflect the discussion and actions taken on any business conducted during the meeting. It is also wise to file minutes and agendas chronologically for easy referral. Minutes and agendas should be kept in the IFC office for at least three years and then placed in campus archives. Never discard them.



IFC Executive Board Officer Transition

An officer transition meeting and/or retreat needs to take place following Executive Board elections and prior to officer installation. The officer transition period should be a time for outgoing officers to pass on any materials to their successors along with training on the position that they will be undertaking. The officer transition meeting and/or retreat must be made a priority for both outgoing and incoming officers to make the transition period as effective as possible.

Some **discussion points** for the transition meeting and/or retreat should include the following:

- All projects completed during the past year
- Projects pending for the coming year
- Identification of campus and local contacts
- Explanation of budgetary procedures and reimbursements
- Communication with member fraternities and IFC Representatives
- Communication with other council counterparts
- IFC Advisor resources and campus facility use guidelines
- Relationships with campus and local media
- IFC officer duties and committee activities
- Tips for success

Transition Retreat:

IFC Executive Board officers, committee chairs, and member fraternity presidents should participate in a transition retreat within one month of officer installation to identify key interfraternal issues. The process of group goal setting will bring the collective thoughts of the membership out in the open and allow the organization to strategize its move forward. Goal setting retreats can be used as a team building experience as well in developing a commitment to interfraternalism. The results of the member fraternity president survey should be the foundation for discussion during the transition retreat. The IFC should be careful not to waste time establishing goals that have already been accomplished unless it is a continued commitment.



Crisis Management

While crisis is something that everyone works hard to prevent, sometimes it is unavoidable. Planning for crisis involves thinking about the worst-case scenario and developing plans to manage effectively those scenarios. A crisis management plan is an important document that should be reviewed and if needed; updated regularly. It is the responsibility of every IFC Executive Board officer to know what to do in case a crisis occurs.

Some questions to consider when creating your **crisis management plan** include:

- What is the role of the IFC President, IFC Executive Board officers, and the IFC advisor during any crisis situation?
- Who is empowered to speak publicly on behalf of the IFC?
- Who fills in for the IFC President in his absence?

Collaboration with the IFC Advisor is essential when creating the IFC's crisis management plan. It is important to know that the IFC is following campus protocol and that the IFC advisor is aware of the actions the IFC President or officers will take in the event of an emergency.

Key scenarios that the IFC may want to plan for in their crisis management plan are:

- Life threatening emergencies (i.e. car accident, suicide attempt, school shooting)
- What to do if a death occurs in the fraternity/sorority community
- Life threatening emergency that occurs during an IFC event
- Non-life threatening emergency that occurs during an IFC event
- Non-life threatening emergency (i.e. non-fatal injuries)
- Natural disasters (i.e. Hurricane, tornado, fire)
- Social event emergency (i.e. FIPG Risk Management Policies are not being followed)
- Include listing of campus services including campus police, the campus health and counseling center, office of residential life, and the office of the dean of students

Additional resources and suggestions for creating or updating your crisis management plan can be viewed at **www.fipg.org**.



Fraternity Community Contact Information

A community directory should be compiled at the start of every semester. Since officer and chair positions tend to change throughout the year, there is no need for the directory to be elaborate. Maintaining the fraternity community directory is an important task so that IFC officers may communicate with the leaders of other member fraternities easily.

The following should be incorporated into the **community directory**:

- IFC Executive Board officers
- Member fraternity officers
- IFC committee chairs
- Fraternity faculty advisors
- Fraternity housing corporation officers
- Other council officers (NPC, NPHC, NALFO, NMGC, NAPA, etc)

The contact information should include the name, affiliation, position, email address, and telephone number of each person. Check with your IFC Advisor before creating this document to see if they might already have one on file.



IFC Calendar

An annual calendar should be developed and distributed to member fraternities to assist them in scheduling their events and activities. The calendar should ensure that they are not interfering with other important fraternity/sorority or campus events. It is recommended that the IFC publish a calendar on the IFC website and assign a specific Executive Board officer with the responsibility of providing timely and frequent updates to the calendar. The calendar should be reviewed at each IFC General Body meeting to announce upcoming programs and also to add or remove events. The IFC can save member fraternities much time and effort in scheduling individual educational programs if they plan ahead and communicate one large event open to all members well in advance.

Items that should be included on the **IFC calendar**:

- IFC programs that are sponsored for the fraternity community
- Individual member fraternity programs
- Fraternity/Sorority community programs
- Campus events
- Other council events
- Founding dates of campus fraternity/sorority organizations

Installation Ceremony

A great way for the new IFC Executive Board officers to begin their IFC leadership experience is to participate in an official installation ceremony. The interfraternal mission of the IFC and the responsibilities of each officer can be articulated for all present to witness. An official ceremony also provides an excellent opportunity to invite other fraternity men, as well as fraternity/sorority community leaders, faculty members, and campus officials to witness the passing of the baton from one leadership team to another. IFC recognition pins can be purchased from the NIC also for incoming officers. If the campus has any specific traditions that are involved in officer installations, they should be included in the installation ceremony.



Appendix A: Model Officer Installation Ceremony

This script is intended as a model for the installation ceremony of newly elected IFC Executive Board officers and IFC Representatives.

Preparation:

- Recommended attire is coat and tie.
- A special location should be selected for the ceremony, and dim lighting or candlelight is appropriate, but not necessary.
- Campus officials and other special guests should be invited at least one month in advance. The President, Vice President for Student Affairs, or the Dean of Students may be asked to share their own fraternity/sorority experiences and their expectations of IFC.
- A short reception should follow this ceremony if possible.

Outgoing IFC President:

We are gathered together to officially recognize and install the Interfraternity Council Executive Board officers of (insert name of institution) for the (insert term of office) year. First, (insert name and title) will make some introductory remarks to the group.

IFC Advisor or other Campus Official:

Fraternities have served the intellectual, spiritual and social needs of collegiate men since at least 1776. Although the popularity of fraternity life among collegiate men is unquestionable, the value of fraternities has been and will continue to be examined in the near future. The role of the Interfraternity Council in promoting, developing, and maintaining self-regulation of the fraternity community by fraternity men cannot be overemphasized. As a council, you are charged with advocating for a fraternity experience that is driven by our shared fraternal values; collaborating with your peers as well as other campus constituents to continuously elevate the fraternity/sorority as well as entire campus community; and educate yourselves and your brothers and sisters on the critical issue facing both fraternities and college students as a whole so that the fraternity community is prepared to be leaders in addressing our shared challenges. The responsibilities we are placing in your hands are immense. During your term of office, you may be challenged by critics of fraternity life, criticized by your peers and perhaps even questioned by your own brothers. Serving the fraternity community will not be a simple task, but it will provide an arena in which you will be able to strengthen and enhance the quality of fraternity and sorority life on campus. An opportunity to serve, to lead, to motivate, to empower, and to educate your peers awaits you. My office and student affairs professionals on campus stand ready to assist and support you in any way that we can. Good luck.



Outgoing IFC President

(After suitable pause) Will the newly elected officers of the (insert name of institution here) Interfraternity Council please come forward at this time? (Insert name) of (insert fraternity affiliation), as the new President of the IFC, do you promise to uphold the duties of your office and to represent the entire fraternity community at all times? (Other additional responsibilities may also be included. The Outgoing IFC President concludes by placing an IFC President Pin on the Incoming IFC President at this time.)

Other Outgoing IFC Executive Board Officers

(Insert names) of (insert fraternity affiliation), as (insert position title), do you promise to uphold the duties of your office and represent the entire fraternity community at all times? (Additional duties maybe included at this time.)

(Each outgoing officer places an IFC Officer Pin on the newly installed officer.)

Outgoing IFC President

(optional)

(Insert names) of (insert fraternity affiliations), as an IFC Representative, do you promise to fulfill your duties as a representative to the Interfraternity Council; represent the position of your fraternity to the Interfraternity Council; and challenge both your fraternity and community to live up to high ideals of the fraternity community. (Additional responsibilities may be included at this time).

(Outgoing IFC Executive Board officers place IFC Representative Pins on each representative.)

Outgoing IFC President

I now call you, the newly installed leaders of our fraternity community, to commit yourselves to the continued elevation of the fraternity community. Raise your right hand and repeat after me: I, (state your name) / in an effort to lessen the disparity, between fraternity ideals and individual behavior / and to personalize these ideals in my daily fraternal experience / commit myself to the continuous betterment of the fraternity community / by understanding and practicing the values expressed in my fraternity ritual / living and leading with integrity / and expecting the same of my peers. / I will challenge all members of the fraternity community to live up to the values of their organization / and I will confront those who do not. / As an officer of the Interfraternity Council / I will respect the dignity of all persons, / advocate for and serve the needs of the fraternity community / and work to further the fraternity movement in my community.

Congratulations to each of you. We wish you well as you serve the (insert name of institution) fraternity community.



Appendix B: Goal Setting

Use the chart below to map out the problems your IFC is facing.

You should identify the problems, identify the causes behind them, and decide the level of urgency each problem presents: You will only be successful if you are completely honest with yourself.

What problems are weighing your IFC down?	What are the primary causes of this problem?	What barriers exist to solving this problem?	What is your IFC doing to perpetuate this problem?	How urgently does this problem need to be addressed?
Problem 1				
Problem 2				
Problem 3				
Problem 4				
Problem 5				



Identify 3 commitments your officers can make to help your IFC overcome the problems you listed in the previous table.

Problem	Officer	Commitments
		1. 2. 3.
		1. 2. 3.
		1. 2. 3.
		1. 2. 3.

Using the problems you have already identified, as well as the positive aspects of your IFC, what must you focus on within your IFC in order to maximize your **future potential**?

Describe a desired future state that would raise your IFC **one level**.



What are 5 specific goals to help you reach this level in **2 years**?

Goal	How will you know it was achieved?	What is the deadline?	Who is responsible?