

Effective IFC Meetings.

For each meeting, develop an **agenda with useful, robust content in advance**. Include the information chapters need to know to be a part of the discussion.

- **Distribute agendas** so they are available to all attendees in advance of meetings.
- Make meetings a **valuable** part of the decision-making process. The executive board should not be making all decisions and forcing IFC representatives to tell their chapters what must be done.
 - During IFC meetings, bring up problems and talk about options to address them with everyone present. If the general body is part of those discussions, there will be more buy-in when you carry out the plan.
- **Record** discussions accurately
 - Who made what point?
 - What was the vote count?
 - What follow-up is needed?
- Make sure chapters see where their **input leads to decisions**.
- Ensure other council leaders and external stakeholders have a voice as well. When decisions are being made and important discussions are being had, **invite others to the table**. It will increase relevance and ensure you hear from multiple perspectives for the best possible outcome.
- Invite administrators to discuss **current issues** facing the community. This is another excellent way to build relevance and relationships, as well as learn from others.
- Don't waste time on "still working on it." All **progress reports** should be in "accomplished, next step," format.
 - If someone asks, explain the holdup without making excuses. If something remains on the agenda week-after-week, consider reassigning the task or reevaluating the task's importance. All tasks and projects should directly advance the mission of the IFC.
- An IFC officer should never say "no report" and share nothing.

Advancing fraternity.

The mission of an Interfraternity Council (IFC) is to foster a healthy and vibrant fraternity community on campus and provide interfraternal leadership and positive change. nicfraternity.org/ifcsop

