



## IFC Officer Transition Tips

### Create a Binder / Shareable online folder

- Does each officer position within IFC have one location for their documents used throughout the semester?
- Be sure to organize the binder appropriate for each council position. Include a copy of the position description, the officer guides found at [nicfraternity.org](http://nicfraternity.org), additional resource relevant for the position, and notes that the previous officer has kept throughout their term.
- Physical or digital binders are a great way for officers to keep their documents, from both executive board meetings and committee meetings, in one central location. These documents will help if a future officer needs to look back on last year's notes to find something.
- How long should you keep the notes? Duration varies based on council. It is recommended that you keep notes and documents from two previous officers. This timeline allows the new officer to have multiple perspectives as they move forward.

### Create Google Accounts for Officers

- Set up a Google email account for each officer on your IFC Executive Board. This will provide a seamless transition of emails between officers. *This address should not be your FS Central login, which must be a personal or school email address.*
  - Example: CampusNameIFCpresident@gmail.com
- Google accounts also provide officers access to free tools like Google Drive. Drive is a great place to store documents or resources used throughout the year. Create a new folder each year a new officer is appointed.
- Google Docs is a great way to share information between council officers and advisors. Docs allows members to create, collaborate, and edit different documents.
- Officers will have access to Google Forms. Forms is a great way for officers to collect information from the different member fraternities on campus and store it in one central location for each position.

### NIC VP of Campus Operations

- Your direct NIC contact and support for council and community needs including coaching, council support and management, PR support, and anything else with which you might need assistance.
- Email [campus@nicfraternity.org](mailto:campus@nicfraternity.org) to connect with your VP.



## Accessing FS Central

### What is FS Central?

A database to manage fraternity/sorority contacts and information throughout the fraternity and sorority industry that will enable better communication and data-driven decisions for fraternities, sororities, and higher education partners

### What Do I Need to Do?

- Login to update your personal account using this link: <https://fscentral.org>
- After logging in, select your Council in the "Search for a Group" drop-down in the top right. Then complete the next three steps using the links on the left-hand side.

Once you have your account, please complete the following three things:

#### 1. Update your council officers

- a. Click "Contacts": Add your IFC officers to the list providing their officer term date as the start date. As you add their roles, they'll be invited to join FS Central as well.
  1. Update this list in real time throughout the year to make sure your team is listed in the right role(s) to get the communications you need. We'll use your Contacts list to get the right people the right information at the right time.

#### 2. Update your Chapter Listing

- a. Click "Chapter Listing": Provide a current list of chapters on your IFC.
  1. Update the Chapter Listing in real time throughout the year so we can ensure your council receives the right information for the right chapters on your council.

#### 3. Update your Council Profile information

- a. Click "Profile": Update the information for your council using the four links across the top of this section, including: your mailing address, General Information, Governance and links to council websites/social media.
  1. We'll use this rarely changing information for mailings and other communications needs – like tagging your councils in NIC social media posts.

Your council leadership can use FS Central to store your governing documents such as bylaws and meeting minutes.



## IFC Performance Assessment

Area	Letter Grade	Key Strength Areas	Key Improvement
Campus / Community Leadership			
Chapter Services			
Finance			
Judicial			
Membership			
Operations			
Public Relations			
Recruitment			
Safety			
Scholarship			



## Unfinished Business

Council-specific

Position-specific



## IFC Vision and Goals

2020 IFC Vision:

2020 IFC Goals:

Expectations:

Computer Log-In Information:



## Committee Meeting Tips/Etiquette

- 1) How to reserve a room for a meeting?
- 2) Set Goal or Purpose for Committee Meetings
  - a. Ultimate Goal: Purposeful and meaningful committee meetings.
- 3) Who would you like to invite?
  - a. Advisors –
  - b. If you're inviting –
- 4) What would you like to cover?
  - a. Have an agenda
  - b. Icebreakers
  - c. Relate the roundtable back to a value so that is purposeful
  - d. Facilitate conversation and discussion, don't just talk at them
- 5) Printing materials
  - a. Print agendas off before hand
  - b. Any relevant documents or information
- 6) Take attendance
  - a. If the required position/individual is not able to be there, ask them to find an alternate so that there is representation from each chapter



## Goal Setting

As a new officer, identify a personal and position goal that you hope to accomplish over the next year. Once you have established a goal, list three objectives that will help you achieve that goal. Throughout the year, keep track of your process with each objective. Reflecting will help ensure you meet your goal.

When goal setting, it is important that you select SMART Goals. SMART goals are: Specific, Measurable, Attainable, Realistic, and Timely. Think of goals that will enhance your experience as a council officer and will give back to the member fraternities in your campus community. The advisor should make copies of each officers' goal worksheet for their records.

Interfraternity Council Officer Goals 2020	
Name:	Position:
Personal Goal:	
Objective A:	Progress:
Objective B:	Progress:
Objective C:	Progress:
Position Specific Goal 1:	
Objective A:	Progress:
Objective B:	Progress:
Objective C:	Progress:



Position Specific Goal 2:	
Objective A:	Progress:
Objective B:	Progress:
Objective C:	Progress:
Position Specific Goal 3:	
Objective A:	Progress:
Objective B:	Progress:
Objective C:	Progress: