

Member Development Officer Resource



IFC

OFFICER RESOURCE • nicfraternity.org/ifcsop

Congratulations!

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

As the IFC Member Development officer, it is your responsibility to support a **continual and progressive educational curriculum designed to inform, challenge, and prepare fraternity leaders** for successful college careers and their lives beyond. The use of fraternity, campus, regional, and national resources is strongly encouraged. Fraternity men should be integrated into programs and other learning opportunities involving diverse constituencies from across the campus community whenever possible.

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 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 community.

Fast Five for the IFC Member Development Officer

Much of your role of the IFC Member Development officer can be divided into different categories. Here are the NIC's *Fast Five* expectations for your time in this position.

<h1>1.</h1>	<h3>Chapter Officer Orientation and Resources</h3> <ul style="list-style-type: none">• Transition and training resources for newly installed chapter officers, including:<ul style="list-style-type: none">○ Tips on running efficient meetings○ Regulations and procedures for reserving campus facilities○ Creating publicity, press and advertisement with area media○ Effective use of committees and members○ Tips on time management○ List of university staff who can help in each role○ Contact information for appropriate fraternity contacts○ Information concerning the chapter officers of other chapters• Officer roundtables for coordinating member fraternities to discuss ideas, share successes and address challenges.
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<h1>2.</h1>	<h2>IFC Orientation</h2> <ul style="list-style-type: none"> • The orientation workshop should be planned near the time new fraternity presidents are elected and IFC Representatives become active in the IFC, including: <ul style="list-style-type: none"> ○ Mission of the IFC ○ Goals for the year ○ Responsibilities of the IFC representative ○ Expectations of IFC General Body attendance ○ Meeting procedures and voting ○ Committee participation • Be sure to include important documents and handouts: <ul style="list-style-type: none"> ○ IFC Constitution, Bylaws and Governing documents ○ Calendar of IFC events ○ Contact information
<h1>3.</h1>	<h2>Member Development Programs</h2> <ul style="list-style-type: none"> • A positive undergraduate fraternity experience enhances the educational mission of the host institution. The important thing is that members of the fraternity community are provided with educational opportunities, including: <ul style="list-style-type: none"> ○ Academic achievement ○ Alcohol consumption ○ Career preparation ○ Civic engagement ○ Hazing ○ Leadership development ○ Risk management ○ Values and ethics ○ Time management ○ Health and wellness practices
<h1>4.</h1>	<h2>New Member Orientation</h2> <ul style="list-style-type: none"> • Bring all new members of the IFC community could include the following: <ul style="list-style-type: none"> ○ History and traditions of IFC fraternity life on campus ○ Issues and concerns impacting the fraternity community ○ Personal development ○ Leadership development ○ Transitioning to college ○ Values and ethics
<h1>5.</h1>	<h2>Campus Involvement and Supporting Struggling Member Chapters</h2> <ul style="list-style-type: none"> • The IFC should promote continued opportunities for individual fraternity member participation in campus organizations and events. Involvement opportunities include:

	<ul style="list-style-type: none"> ○ Encouraging fraternity men to help new students move into the residence halls at the beginning of the fall term ○ Applying for orientation and tour guide positions throughout the year ○ Encouraging interested and qualified fraternity men to seek out Resident Assistant positions or other on campus jobs ○ To serve the student body in elected and appointed positions in a variety of student organizations and leadership roles. ○ To serve on the programming board as chairs and committee members ● The goal of any IFC should be to provide the services and programs that foster interfraternalism and help member fraternities be successful in their own endeavors. The IFC Executive Board should be available to personally consult on matters such as: <ul style="list-style-type: none"> ○ New member recruitment, education, and retention Brotherhood development ○ Financial management ○ Improving academic performance and scholarship ○ Reducing risk management liability ○ Engaging in community service/philanthropic activities
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Helpful Resources

NIC Staff

Contact the NIC for all of your resource and educational needs, campus community development issues and questions about implementing the SOP.

- Complete staff list can be found at nicfraternity.org/staff
- Email campus@nicfraternity.org

Interfraternity Council Standard Operating Procedures

The mission of an IFC is to foster a healthy and vibrant fraternity community. The IFC Standard Operating Procedures (SOP) provide structure and support - a baseline for policies and practices - for IFCs to operate in accordance with NIC Standards, endorsed by all minter/national member fraternities of the NIC.

Categories in the SOP include:

<ul style="list-style-type: none"> ● Academic Enrichment ● Accountability ● Finances ● Governance ● Health and Safety 	<ul style="list-style-type: none"> ● Public Relations ● Recruitment ● Reporting ● Responsible Growth
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Read the full the SOP here: nicfraternity.org/ifcsop