

President Officer Resource



IFC

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Congratulations!

You have been chosen by the representatives of your Interfraternity Council to speak for 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.

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.

IFC's Relationship with the North American Interfraternity Conference (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.

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. The NIC will:

- Provide staff, resources, and services to assist Interfraternity Councils in instituting optimal operations, officer competencies, and best practices;
- Provide 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;
- Deliver base-level training, education, and ongoing services for all IFCs and IFC officers;
- Assist IFCs in crisis intervention and response, brand management, and values-based decision-making;
- Provide guidance and support in constitution/bylaws/policy changes, recruitment processes and officer transitions;
- Assist IFCs in implementing the Standard Operating Procedures to help an IFC anticipate and address critical operational needs, while serving its member chapters and advocating for the fraternity experience.

Leadership in Action

The IFC president position is one of the most important student leadership positions on any college campus.

Fast Five for IFC President

Much of your role of IFC president can be divided into *Internal Duties* and *External Duties*. As President, here are the NIC's *Fast Five* expectations for your time in this position.

1.	<h3>Internal Duties</h3> <ul style="list-style-type: none">• 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, appoint a designee, to ensure records of all IFC correspondence and activities are being kept for officer transition purposes• Cast the final vote in the event of a tie• Maintain current information for accurate fraternity rosters
2.	<h3>External Duties</h3> <ul style="list-style-type: none">• Serve as the official spokesperson for the fraternity community• 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• 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 and shared experiences

3.

Fostering Relationships

As the spokesman of the fraternity community, it is important to establish and maintain relationships with various stakeholders. This should include (but not limited to):

- The IFC Advisor
- Campus Administrators
- Member Fraternities
- Campus Media
- Student Organizations
- Campus/Local Law Enforcement
- Alumni

Building good relationships is essential to creating credibility. Being visible to all stakeholders plays a role in demystifying the IFC as well as improving communication and transparency for all stakeholders.

4.

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. 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 developing a plan:

- 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?

Key Scenarios all IFCs should plan for in a crisis management plan:

- Non-life threatening emergency (i.e. non-fatal injuries)
- Social event emergency
- Natural disasters (i.e. Hurricane, tornado, fire)
- Life threatening emergencies
- A death in the fraternity/sorority community

5.

Goal Setting and Vision

As President, one of your main duties is to guide and develop a vision for the executive board's term. This includes taking the time to evaluate what the community needs and wants, and consulting with each other to develop tangible and timely goals to achieve that vision. These goals should align with the mission and purpose of the IFC and should always aim to further the fraternal experience.

You can find a resource to help you with goal setting at nicfraternity.org/ifc-officer-manuals or later in this document.

Tips for a Successful Officer Transition

An officer transition meeting/retreat needs to take place following Executive Board Elections and prior to installation.

You should focus on these points during the transition:

- All projects during the past year
- Projects that are pending for the coming year, and the progress made on those projects
- 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/identification of areas in need of improvement

Make sure to ask all questions that you may have. You can find a resource to help you with officer transitions at nicfraternity.org/ifc-officer-manuals.

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.

What Problem Needs to Be Addressed?	Primary Causes of this Problem?	What Barriers Exist in Solving This Problem?	Is This Problem Urgent?
Problem 1:			
Problem 2:			
Problem 3:			

Problem 4:			
Problem 5:			

Now identify **3 commitments** your officers can make to help your IFC overcome these problems.

Problem	Officer(s)	Commitments
Problem 1:		1. 2. 3.
Problem 2:		1: 2: 3:
Problem 3:		1: 2: 3:
Problem 4:		1: 2: 3:
Problem 5:		1: 2: 3:

Finally, develop 5 goals that will help you to solve or address the problems listed above. Make sure your goals are **specific, measurable, attainable, relevant, and timely**.

Goal	How Will You Track the Progress?	When is the Deadline?	Who is Responsible?
Goal 1:			
Goal 2:			
Goal 3:			
Goal 4:			
Goal 5:			

Now that you have created your five goals for your term, make sure you are communicating these goals to the rest of the IFC. Utilize them to help you in achieving these goals. Don't be afraid to adjust goals or add new goals as the term goes on—things change! A marker of a great leader lies in their flexibility and adaptability. Stay true to your vision and utilize goals to achieve it.

Reflection

Utilize the blank space below to sketch out your hopes for your term. This can be a checklist, paragraph, drawing, anything that you might be able to refer back to for inspiration.

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 Interfraternity Council (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:

- Academic Enrichment
- Accountability
- Finances
- Governance
- Health and Safety
- Public Relations
- Recruitment
- Reporting
- Responsible Growth

Read the full the SOP here: nicfraternity.org/ifcsop