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| A close up of a sign  Description automatically generated | **ADMINISTRATION**  **TRACK** |

**Welcome!**

Thank you.

These two simple words convey so much. Thank you for helping us to strengthen the future of our fraternity/sorority communities and the IFC officers. Thank you for supporting, challenging and sharing your experiences with these students. Thank you.

The number of NIC educational programs and services aim to cultivate the capacity for IFCs to take responsibility for addressing issues in their community, and IFC Academy is intended to be the starting point for many newly elected officers.

IFC Academy provides IFC officers with tools and training to be effective in their specific roles, build cohesiveness as a team and understand their responsibility in the peer governance of their fraternity community.

We challenge you to make this program your best yet. Each experience presents a new opportunity to grow, develop and make new friends. Take this time to learn about this campus and community and make your mark. These students deserve your best.

You mean so much to us, and you mean so much to the fraternity movement. Thank you again.

The Staff of the North American Interfraternity Conference

**IFC ACADEMY (ONLINE) 2022**

**Intended Outcomes/Behaviors**

*Behaviors*

* Evaluate their personal, community and fraternity experience
* Engage peers and stakeholders in successful tactics for the future
* Practice executive leadership skills needed to be effective
* Describe the components of an ideal IFC

*Learning Outcomes*

* Build a supportive and collaborative network among other IFC council officers
* Collaborate with other attendees from your council to create opportunities to work together to advance your community
* Define expectations for your officer role and resources available to support your success.

**Content Overview**

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| **General Sessions** | Council Evaluation and Strategy |
| State of the Community and Interfraternalism |
| IFC Relevance and Peer-Governance |
| IFC Standard Operating Procedures |
| Love, Mom and Dad |
| **Officer Tracks** | Diversity, Equity and Inclusion |
| Finance |
| Health and Safety |
| IFC Advisor |
| IFC Delegate |
| Judicial |
| President |
| Programming/Member Development |
| Public Relations |
| Recruitment |
| Scholarship |
| Secretary/Administration |
| Service and Philanthropy |
| **Breakout/Topical Sessions** | Retention |
| Crisis Communication |
| Diversity, Equity and Inclusion |
| Building Relationships with HQ & Your FSA |
| It’s Okay Not to Be Okay (Mental Health) |
| Accountability within the IFC |
| Handling Anti-Fraternity Activism |

**2022 IFC Academy Schedule**

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| **FRIDAY, JANUARY 14, 2022** | |
| 1:00 – 1:25 p.m. ET | **General Session:** Welcome to IFC Academy! |
| 1:25 – 1:40 p.m. ET | **Council/Campus Breakout:** Reframing Our Perspective |
| 1:45 – 2:15 p.m. ET | **Officer Track 1** |
| 2:15 – 2:25 p.m. ET | Break |
| 2:25 – 2:50 p.m. ET | **General Session:** State of the Community and Interfraternalism |
| 2:55 – 3:10 p.m. ET | **Council/Campus Breakout:** Interfraternalism in Action |
| 3:15 – 3:50 p.m. ET | **Topical Breakouts/Discussions** |
| 3:50 – 4:00 p.m. ET | Break |
| 4:00 – 4:35 p.m. ET | **Officer Track 2** |
| 4:40 – 5:10 p.m. ET | **General Session:** IFC Relevance and Peer Governance |
| 5:15 – 5:40 p.m. ET | **Council/Campus Breakout:** Peer Governance |
| 5:45 – 6:00 p.m. ET | **General Session:** Closing Session |

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| **SATURDAY, JANUARY 15, 2022** | |
| 1:00 – 1:30 p.m. ET | **General Session:** IFC Standard Operating Procedures |
| 1:30 – 1:50 p.m. ET | **Council/Campus Breakout:** Applying the IFC SOP |
| 1:55 – 2:15 p.m. ET | **Officer Track 3** |
| 2:15 – 2:25 p.m. ET | Break |
| 2:25 – 3:35 p.m. ET | **General Session:** Love, Mom and Dad |
| 3:40 – 4:05 p.m. ET | **Officer Track 4** |
| 4:05 – 4:15 p.m. ET | Break |
| 4:15 – 4:50 p.m. ET | **Topical Breakouts/Discussions** |
| 4:55 – 5:15 p.m. ET | **Officer Track 5** |
| 5:20 – 5:40 p.m. ET | **Council/Campus Breakouts:** Goal and Priority Setting |
| 5:45 – 6:00 p.m. ET | **General Session:** Closing and Wrap Up |

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**Facilitation Skills**

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|  | **What is Facilitation?** |
|  | **Facilitation is:**   * Supporting the curriculum through discussion and activities. * Creating connections of shared information and experiences. * Helping Participants get good information and affirmation. * Providing focus and direction. * Appropriately challenging and questioning Participants.   **Facilitation is NOT:**   * “Doing” for the Participants. * Being an expert on all topics. * Allowing discussion to meander off-topic. * Defensive, argumentative or polarizing.   **Effective Facilitators should be:**   * Natural and genuine. * Interested in all Participants. * Engaged in a series of conversations with a variety of Participants. * Clear and non-judgmental in their communication. * Flexible and able to adapt to different situations. * Focused on the Participant’s experiences and struggles. * Developing appropriate relationships with Participants and Facilitators. |
|  | **Core Competencies** |
| **Communication** | **Facilitators will exhibit good communication skills by:**   * Expressing ideas clearly and accurately. * Being attentive and showing interest in the subject. * Thinking quickly on their feet and being prepared for difficult confrontations and conversations. * Showing a sense of humor. * Knowing when to steer conversations into a serious tone. |
| **Personal Interjection** | **Facilitators will regulate personal remarks to:**   * Calling the group’s attention to helpful statements. * Rephrasing Participant’s ideas/thoughts to clarify and reinforce. * Summarizing groups’ thoughts to bridge between topics. * Facilitators will avoid emphasizing personal opinions, agendas, etc. |
| **Group Participation** | **Facilitators will encourage group participation by:**   * Ensuring participation by each group member during Chapter Meetings. * Ensuring one individual does not dominate conversation. * Maintaining eye contact with group members and ensuring personal body language is welcoming to the group. * Being alert to the body language and clues from Participants. |
| **Group Atmosphere** | **Facilitators will attempt to create a welcoming and safe atmosphere within the group by:**   * Creating a climate of respect within the group, allowing Participants to discuss differences, without attacking individuals. * Showing interest in the opinions of all group members. * Ensuring there is no favoritism within the group. * Allowing Participants to share minority views comfortably. * Helping Participants view/discuss issues from many angles before reaching conclusions. |
| **Guiding Discussion** | **Facilitators will skillfully guide discussions by:**   * Providing “meat” for discussions, without dominating conversation. * Providing examples and ideas from personal experience to emphasize points. * Listening critically to discussions to identify confusion, unanswered questions, etc. * Directing discussions away from inappropriate topics/remarks and privately confronting individuals who make these comments. * Having Participants provide summaries of key points. |
| **Encourage**  **Growth** | **Facilitators will encourage students to expand personal perspective by:**   * Gently encouraging students to question the validity of their arguments or reasons. * Helping Participants examine their current realities outside the norm or against accepted standards. * Sharing experiences to help Participants identify new ways of doing things, confronting inappropriate traditions, etc. * Encouraging Participants to verbalize how their ideas/reasoning may have changed during the program. |

**Ideas for Dealing with Common Group Situations**

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| **Managing Discussions** | * Make sure everyone understands the topic and there is agreement about the idea. * Use flip charts to manage discussion and topics. * Use the “parking lot” method to “park” thoughts or ideas which may be off topic. * Summarize discussion periodically. * Use different techniques to draw in under-participating students and control for over-participating students. * Make sure conversations are not constantly recycled. |
| **Managing Transitions** | * Ensure the first discussion has some sort of closure and the group is ready to move on. * Make segue clear by using links between topics. * Identify strategic moments in discussion to make transitions. |
| **Using Group’s Energy** | * Allow the group conversation to roll as long as it is productive. * Encourage physical activity to maintain energy. Get up and move between conversations. * Provide energizers for groups when they are tired, or uninvolved. * When conversations become animated and/or heated, don’t immediately diffuse them. Allow for some conflict to move the conversation forward. Step in when conversation is no longer constructive. * Listen for signs the group is ready to move to a new topic. |
| **Using Silence** | * Trust silence when it occurs. Often this is a signal learning is occurring and you’ve identified a difficult conversation. Give Participants time to form their thoughts. * Count to 10 before asking another question or filling the void. When the silence becomes uncomfortable to the group, someone usually steps in. Wait for it. |
| **Disruptive Group Members** | * Handling disruptive behaviors is often difficult. The key is to handle the disruption without hurting the individual and/or group. * Keep in mind—you are not alone and are bound to have allies in the group! Use these allies to bring the discussion back to a constructive place. * Private conversations outside of the group meeting might be necessary with the disruptive person. |
| **Dominating Conversation** | Some Participants might over-participate or dominate conversations. Use techniques to balance conversation or change how you ask questions to encourage others to participate as well. One-on-one conversations with dominant group members outside of the chapter space might be necessary. |
| **Negativity** | If a Participant is relentlessly negative and skeptical, use techniques to involve Participants in problem solving and identifying ways to be optimistic. Do not you not allow the group to succumb to the negativity. Give the complainer constructive feedback outside the group if the negativity impacts the group. |
| **Side Conversations** | Side conversations can negatively impact the group. Facilitators can use several techniques including eye contact with the smaller group, having the group move around to mix the group, involving the smaller group by asking them a direct question, and/or discussing the issue outside of the group during a break. |

**10 Keys to Succeeding as a Virtual Facilitator**

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| **Be You** | * You can do this – it’s via a screen but you are still capable of educating online. * Take a breath and remind yourself of whatever skills you already bring to the table: compassion, a relationship with students, mastery of the content, a sense of humor, gravitas, fluidity, compelling stories. Maybe you happen to be the kind of person who really cares — or handles fear well — or is graceful under stress — or is human. Share that! * The group will still have tension, issues of social identity and rank, varied content knowledge, and different people’s motivations. Everything you know about how individuals learn still applies. Everything you know about the state of people in crisis is still true. |
| **Practice the Technology** | * This is key to success – once you master the content and practice the technology, it will feel seamless like the in-person experience. * Set up your video - be in a well-lit room with a professional background. * Make sure your sound is enabled: you want to be able to hear the participants them to hear you. |
| **Minimize multitasking** | * The temptation and likelihood of participants getting distracted or multitasking is significantly higher than when you are in-person. * This challenge should not be underestimated. It impacts every aspect of how we lead online.   + Set expectations before the session – this is written into the curriculum, but constant reminders will be needed throughout the program.   + Use the distraction – depending on the scenario, ask the participants to use their phones to engage |
| **Engage frequently and in varied ways** | * Make sure you don’t engage everyone the same way​. For example, don’t always ask yes/no chat questions. People will start to lose interest, especially those who don’t prefer that method. * Keep in mind the physical and mental challenges of being together live online. Do your best to use this time only for what is most important to do together live, like supporting each other, practicing skills, collaborating, making decisions, social motivation, etc. |
| **Manage Energy** | Read the room just as you would in an in-person experience – there are scheduled breaks but if the group needs a minute to regroup or take a break, do that. |
| **Honor People’s State** | Just like an in-person experience, every participant is going to bring their emotional state into the sessions. There may be more even emotions given the online experience. Acknowledge the emotions they have and consistently check in with your participants. |
| **Track Participation** | * A common challenge in leading online is that we end up in a one-way conversation. * We are talking at people, but don’t know whether they are learning, whether they agree or disagree, or even if they are still awake! Reading people online is more challenging than in person, but it is not impossible. * **Do not skip on the interactive components included to cover content or lecture.** |
| **Let People Know You “See” Them** | * The more you make it clear that you are reading the group in an ongoing way, the more that people will feel “seen.” The more seen people feel, the more they are likely to engage. * They are also more likely to send you clear nonverbal signals through their web camera when they get the signal that someone is looking back through their screen. Here are a few examples of what those signals might look like.   + “It looks like only about half the group has shared ideas in the chat box. If anyone is having trouble with the chat, let us know, or you can share out loud.”   + “I see [name] that you just came off mute. Is there something you’d like to add?”   + “I see a lot of people are saying ‘yes’ in the chat box, so yes, let’s shift to talking about the second topic.”   + “I see a lot of heads down on the web cameras, so I’m going to give you a little more time to journal.”   + “Everyone has shared except [name] and [name] who are on the phone. Would you like to share, too?”   + “It looks like [name] has stepped away, so we’ll come back to them when they’re back.”   + “Welcome [name], we’re just in the middle of sharing one thing we have done that’s fun today. [name], [name], and [name] haven’t gone yet.” |
| **Check on Participants That May Not Have Access** | * Lack of access can affect people’s confidence. As a result, folks’ confidence in navigating a novel online space may be challenging. The risk of shaming and exposing ignorance may be much higher. * People with less resource have less access to high end tech and a dedicated space to work from. Instead of working in front of a large computer with a headset, they might be perched on an outside stoop on their phone as traffic and neighbors pass by. * Some people may have inferior internet access. Without high-end high-speed internet, people’s connection may be spotty at best. * Here are some ideas to address these concerns:   + Don’t always pick the quickest response, instead of picking the first person to say, “I have an answer,” look for opportunities to support less-heard voices. Make a point of being invitational. * Make sure all people can participate fully. Try to always provide alternative options for participation. If people are calling in, give dedicated space for them to participate during activities and make sure the chat is read aloud. * Set people up for success. ​Another way to cause shame is using right/wrong questions and telling people they’re wrong in front of everyone. This can inflame shame. |
| **Release Yourself and Your Group of Perfection** | * We believe in high standards and excellence in performance. We applaud you if you’re the type of person shooting for perfection under all the challenges of this moment. But if you are, then you also need to be ready to aim high and miss. * There are things you can do to minimize a variety of problems, but the most important thing you can do is take a deep breath and prepare yourself to stay calm and do your best to support your group through whatever will inevitably come up. |

**Using the Facilitator Guide**

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| **Setup** | * Instructions for set up of the room and materials will be listed here. |
| **Facilitator Set Up** | * Needs for the facilitator to have set up will be listed here. |
| **Program Supplies** | * Any supplies needed for the session will be listed here. |

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| **Session Objectives** | * Every session will start with objectives that outline its goals * They will appear as bullets before the curriculum for each session * Refer to these bullets often during the session as a reminder of what is to be accomplished |

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|  | **Section Title** |
| **xx/xx**  **xx:xx - xx:xx p.m.** | On the first line, the first number indicates amount of time it will take to complete each section. The second mark indicates the total time elapsed for the entire session. The second set of numbers indicates the exact times of day at which the section should begin and end. |
|  | Basic text is content to be shared with Participants. This information should be given in full and is best shared through paraphrasing and not reading word-for-word. |
|  | *Content in italics will be instructions for Facilitators.* |
|  | * Questions to be posed to the group will highlighted in grey.   *Note: If a question has already been answered at another time, you should not re-ask the question.* |
| A picture containing speaker, megaphone, electronics  Description automatically generated | **This symbol indicates information or instructions should be read, and the text will be bolded.** |
| flip chart | This symbol indicates material should be put on flip chart. |
| MCj04316210000[1] | This symbol indicates a video should be played. |
| **PPT** | This indicates a PowerPoint slide is to be shared. |
| **WB** | This refers to various WB style resources for participants should open.  *IFC Academy does not have a physical workbook, we will include the links to share with participants and the PDF versions to include in the links are not working.* |

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**Administration Officer: Serving as the IFC Administration Officer**

**30 minutes**

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| **Setup** | * None |
| **Facilitator Set Up** | * Quality camera * Well-lit location or additional lighting * Limited background noise * Professional, non-virtual background |
| **Program Supplies** | * PowerPoint slides * FS Central basics resource |

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| **Session Objectives** | * Build relationships with the facilitator and other participants * Outline the responsibilities of the officer role * Describe common missteps in this role |

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| **5/5** | **Welcome and Introductions** |
|  | *Facilitators introduce themselves and welcome Participants in a genuine, upbeat and positive way.*  *Keep the title slide up for participants as they join, once you begin the session, take the slide down to facilitate dialogue.*  *Ask everyone in the room to introduce themselves in the chat, presenter going first, including:*   * Name * Campus * Affiliation |
| **10/15** | **Serving as the IFC Administrative Officer** |
|  | There are some key administrative duties of your role that will make the IFC more effective.   * What is the role of the administrative officer for the IFC?   As we go through this information, know we will cover the highlights. The NIC has more information and resources in the resources section of the NIC website: <https://nicfraternity.org/ifc-officer-manuals/>  **FS Central**   * FS Central is the portal that allows councils, colleges and universities, fraternities, housing corporations and other fraternal groups to maintain data in one place. Link: [fscentral.org](https://app.fscentral.org/dashboard) * As an IFC officer, you will:   + Maintain accurate data is in this hub so your officers and members stay up to date, including:     - Contact lists     - Group profile     - Governing documents and important information     - Chapter membership listing   **I want you to log into FS Central and confirm your IFC’s information is correct. If anything is incorrect, please correct it.**  There’s a resource on the IFC Academy webpage if you don’t know how to update your information: [www.tinyurl.com/FSCbasics](http://www.tinyurl.com/FSCbasics)  *Give participants 5-7 minutes to do this.*  **Meeting Minutes**   * The IFC meeting minutes are important documents for the council. They are a legal document of the organization so they should be accurate and professional. After the meeting, go back and make any grammatical edits for reformat. * Distribution: Be sure the meeting minutes are distributed after the meeting.   **Contact Information**   1. In order to distribute key information to the chapters and members, the IFC needs to maintain accurate contact information for various positions.   **IFC Calendar**   * To help spread interfraternalism and share the hard work of chapters, keep members up to date about the council’s own hosted events, the events of all IFC chapters and the work of other councils.   **In the chat, write the events you think you should include on the IFC Calendar.**  *Be sure to highlight anything that may be missed.*  You should also include community and campus-wide information as well as important due dates for the IFC/FSL office.  **By a show of hands, how many IFC have a team drive? Through Microsoft, Google or something else?**  **Team Drive Management**   * To have smooth transitions and prevent losing important documents, the IFC should have electronic copies. * Be sure to include important documents and handouts:   + IFC Constitution, Bylaws and Governing documents   + Calendar of IFC events   + Contact information   **The IFC Annual Report**  The IFC should publish an annual report of accomplishments and concerns and distribute copies to all member fraternities (local and inter/national), advisors, campus officials, community and student leaders and the NIC. |
| **15/30** | **Common Mistakes in this Role** |
|  | The IFC Administration role can be easily thought to be a simple job but in reality, it is critically important to the success of the IFC.  In our experience, there are some common missteps or mistakes that the IFC Administrative Officer may make.   * Not staying organized   + As the officer responsible for keeping the agendas, minutes, reports, and documents for the IFC – staying organized is critical to your success * Thinking other chapters don’t have the same problems.   + Serving on the IFC leadership team, you will learn how different chapters are but also how similar they are – especially when it comes to the issues chapters are facing.   + As the new leadership, take a survey of the chapters to learn about what’s happening – the good and the issues – so you can proactively start working to address each chapter’s concerns. * Unwilling to share what’s working or what’s not working.   + Once you learn how all chapters have similar problems, the potential for finding solutions grows. What works for one chapter may not work for another but on the flip side, sharing what worked and what didn’t work for your chapter can help another chapter through their struggles. * Waiting for someone else to share first.   + Don’t be afraid to ask questions or offer advice. Often, most people will have similar questions and are too nervous or afraid to speak up. Similarly, if you have an idea, share it! You’re on the leadership team and your voice is valuable to the group. * Unable to learn from others success/failure.   + Similar to being unwilling to share, being unwilling to listen to others’ ideas can be detrimental to the success of the IFC. Collaboration is critical and it starts by learning from others. * Not asking for help   + Pride can easily get in the way of our ability to work together and improve the IFC. You won’t have all the answers yourself, but the collective team and your resources may be able to help. Asking for help is the first step in improving the IFC and its member chapters. |
|  | Let’s recap this session:   * The people in this space are your resources and allies, IFC Academy is a great place to get to know those in similar roles from other campuses. * Keeping the documents organized is important. Be sure to confirm all of the updates also are added to FS Central. |

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**Administration Officer: Effective IFC Meetings**

**35 minutes**

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| **Setup** | * None |
| **Facilitator Set Up** | * Quality camera * Well-lit location or additional lighting * Limited background noise * Professional, non-virtual background |
| **Program Supplies** | * Roberts Rules of Order video * Roberts Rules of Order resource |

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| **Session Objectives** | * Define tips for hosting effective IFC meetings * Describe parliamentary law and parliamentary procedures * Identify basic rules and principles of parliamentary procedures * Discuss how effective use of parliamentary procedure can enhance the quality of IFC meetings |

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| **15/15** | **Tips for Effective IFC Meetings** |
|  | *Keep the title slide up until you start talking then take it down.*  One of the most common ways IFC members gather for business and community is through IFC meetings. On one hand, poorly executed IFC meetings can hinder our relevance. However, when run effectively, IFC meetings can be a powerful tool for relationship development, culture building, and information sharing.  It’s your job to support the IFC President in planning for and effectively running IFC meetings.   * Why does your IFC meet? What is the purpose of your IFC meetings?   *Give them a minute or so and discuss in the chat, then share the common themes.*   * Describe your IFC Meetings. are your meetings productive? Why or why not?   *Give them a minute or so and discuss in the chat, then share the common themes.*  These meetings are like the brain of the Council. The executive board is the eyes, identifying most of the issues that need to be addressed, seeing the pitfalls and the opportunities. Each officer is like an appendage. The brain can help take the information from the eyes and process it to tell the legs where to walk and the hands what to hold onto.  I’m going to cover a few basic things that IFCs can do to improve meeting quality, and then we’ll open the floor for some questions and recommendations of your own.  **In the chat, answer: does your IFC have an agenda that is distributed prior to the meeting?**  *Give them a minute or two to answer and discuss in the chat, then share the common themes.*  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.   * How are everyday decisions made for the IFC?   *For example:*   * *IFC executive board makes them* * *IFC delegates are a part of the conversation but the decision happens at the meeting* * *IFC delegate take the information to their chapters then a decision is made*   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.  Let’s talk minutes. What do your IFC minutes look like?  **Describe in them in chat for me.**   * 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. * Who attends your IFC meetings, regularly?   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.  **Officer reports: in the chat, can you describe what a typical officer report looks like during the meeting?**  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.  Redefining IFC meetings might be a more-than-once-year process. It may take a few terms creating this environment for the real change to set in, but you can start the groundwork now.  *Open the floor to questions and additional suggestions for how to maximize IFC meetings. Ask participants what their campuses do to make their IFC meetings effective.* |
| **10/25** | **Basics** |
|  | **Raise your hand if your IFC uses Parliamentary Procedure (Roberts Rules of Order) consistently in IFC meetings.**  **Raise your hand if your IFC sort of uses it.**  **Raise your hand if your IFC does not use it at all.**  Your IFC might incorporate parliamentary procedure into every word of every meeting, or it may occasionally use bits and pieces.  Regardless of its typical practice, every council can use some polish on business meeting best practices, and every individual will find the basics of parliamentary procedure handy at some point.  Parliamentary Law is:   1. Rules of the game of democracy. 2. Rules which govern procedures by which civil and criminal laws are made and adopted. 3. Rules and customs which govern deliberative and decision-making assemblies and organizations.   Parliamentary Procedures are the way parliamentary law is followed in any given assembly or organization, together with whatever rules of order the body might have adopted.  **Take a few minutes to review the basic rules and principles of parliamentary procedure.** *Give officers 3-5 minutes to review.*  *There is a worksheet on the IFC Academy webpage.*  [**www.tinyurl.com/AcademyRRoO**](http://www.tinyurl.com/AcademyRRoO)  Basic Rules and Principles:   * Courtesy to all. * Rule of the majority, rights of the minority. * Justice for all, partiality for none. * The organization is paramount. * All members are equal. * The issue, not the person, is under discussion. * Silence gives consent. * Why do we use parliamentary procedure in business meetings? * How does your IFC use parliamentary procedure? * How would parliamentary procedure improve the quality of your IFC meetings? |
| **10/35** | **How to Use Roberts Rules** |
| MCj04316210000[1] | *Play this video (run time: 1 minute, 15 seconds):* [*https://www.youtube.com/watch?v=5fc7hEqTPGE*](https://www.youtube.com/watch?v=5fc7hEqTPGE)  An easy way to remember the standard order of business is with the mnemonic 3R-SUN.   * Reading and approval of minutes * Reports of officers, boards, and standing committees * Reports of special (select and ad hoc) committees * Special orders * Unfinished business and general orders * New business |

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**Administration Officer: Your Role and the IFC SOP**

**20 minutes**

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| **Setup** | * None |
| **Facilitator Set Up** | * Quality camera * Well-lit location or additional lighting * Limited background noise * Professional, non-virtual background |
| **Program Supplies** | * The IFC SOP |

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| **Session Objectives** | * Apply the IFC SOP to their officer roles * Describe the importance of the IFC SOP * Develop a strategy for incorporating the IFC SOP into their operations |

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| **20/20** | **The IFC SOP** |
|  | *Keep the title slide up until you start talking, then remove.*  In the last general session, we talked about the IFC Standard Operating Procedures, or the IFC SOP.  Here is the link to the resource for the IFC SOP on the IFC Academy webpage: [www.tinyurl.com/IFCSOPadmin](http://www.tinyurl.com/IFCSOPadmin)  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 inter/national member fraternities of the NIC.  Implementing the Standard Operating Procedures will help an IFC anticipate and address critical operational needs, while serving its member chapters and advocating for the fraternity experience.   * Prior to IFC Academy, were you familiar with the IFC SOP? * If so, do you know if your IFC is fully aligned?   This session is about understanding the components and how you can support the IFC SOP in your role.  The administrative officer’s role is critical in the overall success of the IFC, especially when it comes to the IFC SOP. You can help report to the NIC and campus where the IFC stands.  Your IFC’s alignment is largely reported via your governing documents and through working with your NIC contact person.  Specifically, the reporting section of the IFC SOP:   * IFC leaders will work with their advisor and campus to submit an End of Term (EOT) report for each academic term on FS Central to report academic and membership data. * The IFC should maintain an accurate listing of member fraternity chapters and new groups/colonies. The Chapter Listing should be updated in FS Central when any changes occur—when a chapter joins or leaves the campus/IFC. * Why is the IFC SOP important? * How is it helpful? * Why should you be aligned?   In the council breakout you just came from, you discussed where your council is currently related to the IFC SOP.   * What areas is your council most successful in? * What areas are you in need of support? * What needs to be done to be fully aligned? |
|  | The IFC SOP is flexible to meet the needs of each council, regardless of how many chapters you have on campus. It is a baseline for successful operations within the IFC. |

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**Administration Officer: Processing and Creating Change**

**20 minutes**

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| **Setup** | * None |
| **Facilitator Set Up** | * Quality camera * Well-lit location or additional lighting * Limited background noise * Professional, non-virtual background |
| **Program Supplies** | * None |

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| **Session Objectives** | * Process initial reactions and emotions to the Love, Mom and Dad session * Create a sense of urgency for change within their community * Recognize the IFC and their individual roles in creating that change |

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| **20/20** | **Debrief Parents’ Session** |
|  | *Facilitator note: Use your best judgement to debrief their emotions and reactions. Some may have seen this, or a similar presentation, and for some this may be new.*  There is a worksheet on the IFC Academy webpage: <https://tinyurl.com/LMDadmin>  Sample processing questions:   * What are your reactions to the parent’s presentation? * Why is this important to discuss at IFC Academy? * How does this apply to your role on the IFC? * How can you re-create this sense of urgency when you return to campus to drive change? |

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**Officer Track: Q&A and Goal Setting**

**20 minutes**

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| **Setup** | * None |
| **Facilitator Set Up** | * Quality camera * Well-lit location or additional lighting * Limited background noise * Professional, non-virtual background |
| **Program Supplies** | * Goal Setting worksheet |

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| **Session Objectives** | * Explore topics of interest to participants related to their roles * Create goals for their officer term |

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| **10/10** | **Open Forum/Pressing Issues** |
|  | We’re going to spend time discussing concepts of interest to you. This is the time to bring up burning questions about other campus’s experiences, to share ideas you have for your own campus, and to support others in your role.    Provide time for participants to share ideas with one another in small groups, bringing them together in the end to share highlights of what was discussed.   * What general questions do you have about your officer role?     *Provide time for general questions and answers with the whole group.* |
| **10/20** | **Goal Setting** |
|  | We’re nearing the end of our officer track. We’re nearing the end of our officer track. Later, you’ll discuss specific issues and set goals as a team. At this time, we’ll think about goals you have for your own officer role.  **In the chat, answer the question “Why is the IFC Administration officer role important to you, your chapters, your council, and your community?”**    Now, we’ll take time to identify how we’re able to make the best version of the IFC Administration officer role a reality.  There is a worksheet on the IFC Academy webpage.  <https://tinyurl.com/2p93cyp7>  **In the left column, identify three tangible desires you have for your IFC Administration officer role on your campus based on the “best of the IFC Administration officer role” that you identified previously.**  **In the right column, turn each desire into a goal. This goal should be written as an affirmative statement as though you’re looking back on what happened in the future. For example, the desire “IFC members feel their opinions have been heard” becomes the goal “The IFC Administration officer attended one chapter meeting for each IFC chapter per term to hear feedback and discuss what IFC is doing.”**  *Provide time for officers to do so. When participants have finished, ask them to share their answers with the group.* |
|  | *Conclude the session with a thank you or quick charge to the officers. Be genuine and authentic to your style as you wrap up.* |