



## **Interfraternity Council Elections Package**

Brothers of all chapters. Elections for the 2024 Interfraternity Council Board are upcoming. We seek dedicated and ambitious team members prepared to make a positive impact and improve the UBC Fraternities Community. The Board consists of nine (9) Executive Officer positions, which are listed in this packet for convenience.

Candidates are welcome to apply for multiple positions. **Please read carefully the general requirements of each position as well as the scheduled election date.**

**Sunday, January 21st at 2:00 PM** is scheduled as Election day. Location: Sigma Chi Fraternity.

### **General Requirements for Candidates**

- 1) All Candidates must be in good academic standing with their institutions.
- 2) All Candidates must be active members in good standing of their respective chapters.
- 3) All Candidates are required to have submitted their candidacy application prior to the deadline (January 20th at 11:59 PM).
- 4) All Candidates should familiarize themselves with the IFC Election Bylaws (<https://ubcifc.com/our-policies>). Any questions concerning Election procedure can be raised as a point of inquiry to the Chair.
- 5) All Candidates should have a speech of maximum three (3) minutes length prepared.
- 6) All Candidates should arrive on time for elections dressed in semi-formal attire.

### **General Requirements for the Delegate Body**

- 1) Chapter delegates must be present for the entirety of speeches of all candidates to be able to vote.
- 2) Chapter delegates are only permitted to cast one vote per position.
- 3) Chapter delegates shall vote with the understanding that each chapter is restricted to two (2) positions.

### **General Responsibilities if Elected**

- 1) All elected officers shall attend transition meetings with outgoing officers.
- 2) All elected officers shall familiarize themselves with the duties of their office as per IFC Bylaws.
- 3) All elected officers shall fulfill their duties in an impartial manner.
- 4) All elected officers shall attend meetings of the IFC Executive Board, and the IFC Delegate Body, unless sufficient notice is given to the Chair.

## **Vacant Positions**

- President
- Vice President, Administration and Operations
- Vice President, Recruitment and Public Relations
- Vice President, Programming
- Vice President, Finance
- Vice President, Health and Safety
- Vice President, Member Development
- Associate Vice President, Strata & Community Relations - **appointed by the IFC President**
- Associate Vice President, Judicial Affairs - **appointed by the IFC President**

## **Duties and Responsibilities - IFC Officers**

### **President**

- Assume the general executive authority of the IFC as delegated to him in the bylaws, constitution, and by the General Body.
- Preside over all meetings of the General Body and Executive Board.
- Serve as the official spokesperson for the fraternity community and shall be the first point of contact for media inquiries related to fraternities at UBC.
- Provide guidance and focus to the efforts of the General Body and Executive Board.
- Oversee all activities of the IFC, within reason.
- Refrain from casting his vote on substantive matters, unless it is to break a tie.
- Build rapport and establish positive working relationships between IFC and member chapter leaders; H. Shall establish positive working relationships with UBC Campus Security and the University Detachment of the RCMP.
- Regularly interact with the leaders of other governing councils and campus organizations such as the Alma Mater Society (AMS).
- Shall establish a working relationship with key university administrators such as the Vice-President for Students, and the President of UBC.
- Establish a working relationship with and communicate campus data, issues, and trends in a timely manner to the NIC.
- Maintain current information for accurate member chapter rosters.

- Foster a positive working relationship with the Greek Village Strata Council and key community partners such as the UNA.
- Possess the ability to enter the IFC into contractual agreements.
- Exercise his discretion to suspend membership activities involving alcohol during times of emergency; with the consent of the IFC General Body.
- Communicate with the Panhellenic Council, namely the Panhellenic President, regarding matters pertaining to the Greek System as a whole.
- Not serve concurrently as an Executive Board Officer, or Recruitment Chair / Officer in charge of recruitment, for his Member Chapter.
- Shall appoint a member to the position of Associate Vice President, Judicial Affairs. T. Perform all other duties related to this office as required.

### **Vice President, Administration & Operations**

- Perform the duties of the President in his absence, inability to serve, or at his call.
- Serve as Parliamentarian and Secretary for all official business of the Executive Board and General Body.
- Serve as a liaison to the Alumni Advisory Board along with the IFC President.
- Oversee the IFC Standing Committees and furnish reports to the IFC Delegate Body
- Maintain a working knowledge of the Constitution and Bylaws.
- Educate the IFC General Body on the IFC Constitution and Bylaws.
- Investigate any violations of the spirit and/or letter of the IFC Constitution and Bylaws, and refer such matters as required to the Associate Vice President, Judicial Affairs.
- Not serve concurrently as an Executive Board Officer, or Recruitment Chair / Officer in charge of recruitment, for his Member Chapter;
- Report regularly to the IFC President and act on special tasks given to him by the President.

### **Vice President, Recruitment & Public Relations**

- Develop and execute a public relations and social media strategy.
- Manages the IFC website, and social media pages.
- Collect and disseminate information on the fraternity community to all campus and community media sources.
- Keep media informed about upcoming events or potential news
- Assist in the development of various IFC publications and outreach programs
- Create a marketing budget to be presented to the IFC Executive Board and the IFC General Body at the start of each term.
- Create a schedule for posting on the IFC social media accounts.
- Authorized, in the absence of the President, to make public statements to the Media.
- Work with member chapters to establish a recruitment process that meets the needs of chapters and potential new members,
- *Provide opportunities for interested men to learn about the fraternity experience.*
- Foster interest in joining fraternities and marketing the fraternity experience to incoming students and potential new members;

- Serve as chair of the IFC Recruitment Committee;
- *Utilize all reasonable methods to market and promote recruitment*
- Produce and distribute promotional materials to all incoming students and unaffiliated students.
- Develop recruitment workshops and programs for member chapters;
- Uphold the IFC Recruitment Policy and ensure no restrictive policies are placed on new member recruitment;
- Maintain an interest list of Potential New Members;
- Collect and maintain accurate New Member Rosters for each member chapter;
- Provide advice and support to member chapter recruitment officers;
- Provide a Recruitment budget by the last week of June to be approved by the Executive Board;
- Disaffiliate from their fraternity, from the first day of September until the end of the Bids Day event, in order to maintain unbiased behavior and to leave more time open to the management of the IFC Recruitment position rather than his own fraternity *recruitment activities*;
- Set-up Open Recruitment tables and events during IFC sponsored Recruitment Events;
- Set guidelines for an appropriate designated drivers program for the Recruitment period to be made available to chapters during the first week of school; Ensure that all locations for IFC sponsored recruitment events are booked in a timely manner;
- Not serve concurrently as the recruitment chair or officer in charge of recruitment for his Member Fraternity;
- Report regularly to the IFC President, and shall act on special tasks given to him by the IFC President;
- Perform other tasks as assigned by the IFC President.

### **Vice-President, Programming**

- Develop fraternity-wide service projects and philanthropic events.
- Collect and report member chapter community service hours, philanthropic dollars, and activities.
- Provide advice and support to member chapter community service/philanthropy/social officers.
- Assist the IFC Vice-President of Recruitment in marketing IFC recruitment.
- Oversee and organize all non-recruitment IFC sponsored events, such as the IFC awards ceremony.
- Chair the IFC Programming committee which includes all fraternity philanthropy and social chairmen.
- Shall organize the IFC bar party.
- Have access to all IFC social media accounts.
- Create *and maintain* a philanthropy calendar for all fraternity philanthropy events taking place during that year.
- Report regularly to the IFC President, and shall act on special tasks given to him by the IFC President.

### **Vice-President, Finance & Scholarship**

- Supervise the annual budget process.
- Collect IFC member chapter dues or other assessments as needed.
- Maintain accurate records throughout the year through invoicing and receipts.
- Review and approve all IFC Expenditure Request Forms and IFC Reimbursement Request Forms.
- Make all disbursements with a cosigner.
- Shall have signing authority, along with the IFC President, on the IFC bank account.
- Prepare financial statements monthly and at the end of each term for distribution to all member chapters.
- Make bank deposits when necessary and in a timely manner.
- Provide advice and support to member chapter financial officers.
- Collect and distribute academic performance rankings.
- Publish important academic dates and deadlines.
- Collect and distribute information about campus academic services, such as tutors, learning assistance programs, interest tests, career counseling, placement workshops, and library resources.
- Build and maintain relationships with faculty, academic offices, and academic honorary societies.
- Report regularly to the IFC President, and shall act on special tasks given to him by the IFC President.

### **Vice-President, Health and Safety**

- Work to create, uphold and maintain the IFC Risk Management Policy in all applicable situations.
- Maintains and implements educational programming in the domain of risk management. These include but are not limited to naloxone training.
- Assists member chapters in the creation and standardization of Risk Management policies.
- Maintains and distributes working copies of the IFC Risk Management Policies to all chapters.
- Educates member chapters about IFC Risk Management Policies.
- Liaises with the UBC RCMP Detachment, Fire Marshall and other partners to ensure safety.
- Chairs the IFC Health and Safety Committee composed of each chapter's risk management chair.
- Provides advice and support to member chapter risk management officers.
- Reports regularly to the IFC President.
- Performs other specialized tasks as directed by the IFC President.

### **VP Member Development**

- Develop best practices for new member and member education programs for member chapters.
- Collect and report new member retention, academic, and involvement statistics.
- Organize, develop, and implement a new member orientation program.
- Develop opportunities for continuing member education by collaborating with alumni, The University of British Columbia offices and departments, and student organizations to offer

educational programming covering the following topics: academic achievement, alcohol consumption, career preparation, civic engagement, hazing, leadership development, sexual assault/abuse, and values and ethics.

- Provide advice and support to member chapter member development officers.
- Works in conjunction with the Sexual Assault Support Centre and Wellness Centre (SASC) to promote a culture of healthier masculinities and consent.
- Work with IFC VP Health and Safety and the IFC Associate Vice-President of Wellness and Sexual Assault Prevention and with community partners to create content for mandatory training workshops as set forth by IFC bylaws.

**The following positions shall be appointed by the IFC President-Elect after consultation with the Interfraternity Council Board**

**Associate Vice-President, Judicial Affairs**

- Perform the duties of the Vice President in his absence, or at his call.
- Serve as the non-voting Chief Justice for all informal and formal judicial board hearings.
- Maintain a working knowledge of the IFC Constitution and Bylaws.
- Train IFC Justices in the procedures and protocols of informal and formal judicial board hearings.
- Ensure the proper filing and preparation of all judicial actions.
- Ensure compliance with any and all IFC judicial actions imposed on a member chapter.
- Report regularly to the Vice President, Operations and Administration and act on special tasks assigned to him by the President.

**Associate Vice-President, Strata & Community Relations**

- Represents the Interfraternity Council on the Strata Board on matters of interests
- Acts as the liaison between the IFC, Strata, UNA and other community bodies deemed necessary;
- Organizes cleaning days and beautification efforts with Strata Council;
- Maintains a relationship with the University counsel to attain misconduct notices;
- Relay information of items and property that is damaged, in need or repair, and in need of cleaning;
- Attends all necessary meetings with Strata council;
- Reports regularly to the IFC President.
- Performs other specialized tasks as directed by the IFC President