



2024 Interfraternity Council Executive Board Elections

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Process of Election

1. Application (deadline: November 10, 2023, 11:59pm)
 - a. Questions on page 3 (500 word maximum per response)
 - b. Documents must be sent to president@cornellifc.org and evp@cornellifc.org with the subject: *Last_First_Position Seeking*

Suggested: Prior to the election, reach out to the Executive Board member who currently holds the role you are seeking—this will give you a better understanding of the responsibilities, recent projects & initiatives, and time commitment.

2. Candidate Review
 - a. The IFC Executive Board will review applications and notify candidates if they move forward to the Election.
3. In-Person Election
 - a. Candidate delivers 2-minute speech
 - b. 1 individual may speak on their behalf for a maximum of 1 minute
 - c. 2-minute Question and Answer period with Chapter Presidents

Elections

- Will be held on November 17, 2023 6:00pm - 9:00pm (In-person) Room TBD
 - President
 - Executive Vice President
 - Vice President for Judicial Affairs
 - Vice President for Recruitment
 - Vice President for Diversity, Equity and Inclusion
 - Vice President for Finance
 - Vice President for Service and Philanthropy
 - Vice President for Membership
 - Vice President for Programming
 - Vice President for Communications

Application

- Please answer all questions in a separate Word document; maximum of 500 words per response. Make the subject of the document (Last Name_First Name_Position Seeking). Send document to **Rocco DeLorenzo and Andy Zhang at president@cornellifc.org and evp@cornellifc.org**. All responses will be sent to chapter presidents to review before elections.
- Questions (500 word maximum)
 - Candidate background: Name, Chapter, major(s), expected graduation date, and study-abroad/ Cornell in Washington DC plans (if applicable).
 - What leadership roles have you held in your chapter or in other campus organizations?
 - With the position you are applying for, what do you think the role of the position is, and what do you hope to accomplish while in the role?
 - What do you think you can improve on from past executive board members?
 - Describe a time when you faced a challenge and what you did to overcome it.
 - Serving on the Cornell IFC Exec Board is an extensive time commitment. Executive board members are expected to represent and advocate for all 29 fraternities, attend at least 2 meetings each week, pursue initiatives related to their respective positions, support other board members with their projects, and collaborate with other Cornell sorority and fraternity councils. How do you plan to balance your role on the IFC Executive Board with academics and other campus involvements? What do you imagine the time commitment to be?
- Questions? Please reach out to Andy Zhang, evp@cornellifc.org.

2022 - 2023 Executive Board

- President, Rocco DeLorenzo: president@cornellifc.org
- Executive Vice President, Andy Zhang: evp@cornellifc.org
- Vice President for Judicial Affairs, Ricky Melasseca: judicial@cornellifc.org
- Vice President for Finance, Logan Knapp: finance@cornellifc.org
- Vice President for Recruitment, Jon Yeung: recruitment@cornellifc.org
- Vice President for Service and Philanthropy, Julian Willoughby: ucr@cornellifc.org
- Vice President for Membership, Rob De Jesus: membership@cornellifc.org
- Vice President of Diversity, Equity and Inclusion, Gabriel Davila: dei@cornellifc.org
- Vice President for Programming, Colin Rodriguez: programming@cornellifc.org
- Vice President for Communications, Jackson Andrews: communication@cornellifc.org
- Advisor, Kathleen Wilhite: kw656@cornell.edu

Descriptions of IFC Executive Board Roles

The following are descriptions of the primary duties of each Executive Board position. All positions are required to attend Executive Board meetings once a week and President Council meetings every other week on Wednesdays, time TBD.

President – Weekly time commitment: 15 hours/week. Must have served as chapter president between Spring 2023 to Fall 2023, or Fall 2023 and Spring 2024, or a past member of the IFC Executive Board and cannot be held in tandem with a chapter president position.

- Provide guidance and focus to the efforts of the Presidents' Council and Executive Committee.
- Preside over all meetings of the Presidents' Council and Executive Committee.
- Cast the final vote in the event of a tie.
- Build rapport and establish positive working relationships between IFC and member chapter leaders.
- Serve as the official spokesperson for the fraternity community.
- Establish positive working relationships with campus and local law enforcement agencies.
- Regularly interact with the leaders of other governing councils and campus organizations.
- Establish a working relationship with key college administrators.
- Establish a working relationship with and communicate campus data, issues, and trends in a timely manner to the NIC.

Executive Vice President – Weekly time commitment: 10 hours/week. Must have served as chapter president between Spring 2023 to Fall 2023, or Fall 2023 and Spring 2024 or a past member of the IFC Executive Board and cannot be held in tandem with a chapter president position.

- Assist the President in their duties, and act as President as necessary.
- Work in tandem with the President to oversee the actions and deliverables of all other Executive Board members.
- Serve as Chair of the Andrew Dickson White Annual Summit for SFL Steering Committee with MGFC and PHC.
- Serve as the chair of the Interfraternity Development Council.
- Plan the annual SFL Awards Ceremony and Leaders Retreat with MGFC and PHC.
- Oversee IFC Executive Board Elections.
- Work on individual programs and Initiatives for the IFC and greater community as deemed necessary.

Vice President for Judicial Affairs – Weekly time commitment: 5-10 hours/ week.

- Serve as the IFC representative on the SFL Tri-Council Judicial Board.
- Liaise with the SFL office on alleged violations of IFC policy, including but not limited to:
 - The IFC Constitution, Bylaws, and policies;
 - Federal, state, and local laws;
 - The general values-based conduct of fraternity men.
- Liaise with the Office of Student Conduct and Community Standards (OSCCS) against alleged violations of IFC policy, including but not limited to:

- The IFC Constitution, Bylaws, and policies;
- Federal, state, and local laws;
- The rules and regulations of Cornell; and
- The general values-based conduct of fraternity men.
- Ensure proper filing and preparation for all judicial actions under the SFL office.
- Ensure compliance with all IFC judicial action imposed upon a member chapter by connecting with member chapter leadership.
- Educate member chapters on the IFC Constitution and Bylaws, judicial processes, and risk management policies.
- Assist in conflict mediation between member chapters.
- Manage the Social Accountability Chairs from each chapter, collecting data for overall community improvement.

Vice President for Finance – Weekly time commitment: 5-10 hours/week

- Serve as chair of the IFC Finance Committee.
- 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.
- 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.

Vice President for Service and Philanthropy – Weekly time commitment: 5-10 hours/week

- Develop and execute public relations.
- Develop service projects for member chapters.
- Collect and report member chapter community service hours, philanthropic dollars, and activities.
- Collect and disseminate information on the fraternity community to all campus and community media sources.
- Work alongside VP of Communications to publicize IFC philanthropy and service projects throughout the year.
- Establish a positive working relationship with external constituents.
- Assist in the development of various IFC publications and outreach programs.
- Provide advice and support to member chapter community service/philanthropy officers.

Vice President for Recruitment – Weekly time commitment: 5-10 hours/week *higher during recruitment *

- Work with member chapters to establish a recruitment process that meets the needs of chapters and potential new members, as well as provides opportunities for interested men to learn about the fraternity experience.
- Will focus on fostering 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 technology (social media, etc.) in recruitment and marketing efforts.
- 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 and will not restrict the ability of chapters to distribute bids outside of any designated recruitment period.
- 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.
- Work with SFL staff to facilitate IFC Orientation and Intervene Trainings during recruitment week and prior with the VP for Member and Alumni Development.

Vice President for Member and Alumni Development – Weekly time commitment: 5-10 hours/week

- 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, Cornell 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.
- Work with SFL staff and VP of Recruitment to facilitate mandatory PNM training leading up to recruitment.

Vice President for Programming – Weekly time commitment: 5-10 hours/week

- Provide members of IFC chapters with opportunities to engage with others, both within and outside of the community.
- Collaborate with other IFC Vice Presidents to assist with organizing events (e.g. philanthropy events, recruitment events).
- Serve as the IFC or Tri-Council representative in the following capacities:
 - Cornell SFL Growth Committee
 - Mental Health Coalition
 - Student Assembly Tri-Council Liaison (Ex-Officio)
- Organize events in order to improve the SFL experience for members of the IFC
- Coordinate with the Vice Presidents of Programming Initiatives to organize events similar to the aforementioned events, but for all Tri-Council members.
- Purchase rewards for outstanding IFC chapters for Intramurals, GIVE Standard, etc.

Vice President for Communications – Weekly time commitment: 5-10 hours/week

- Maintain and expand alumni relations, as well as manage the alumni-active mentorship program (e.g. including mock interviews, networking sessions, resume reviews)
- Collaborate with other IFC Vice Presidents to assist with advertising their events (e.g. philanthropy events, recruitment events)
- Manage all social media accounts and run social media campaigns via Facebook and Instagram, as well as serve as main coordinator of graphic designs for such purposes.
- Maintain and update IFC website.
- Serve as (oftentimes, the first) point-of-contact between external campus organizations and the IFC, to work toward the larger goal of integrating the IFC more deeply with the rest of campus
- Coordinate with SFL regarding updating and adding website content (as website is under SFL jurisdiction)
- Take and keep track of attendance at Presidents' Council to ensure all chapters are meeting the required attendance policy.
- Take meeting minutes at Executive Board and Presidents' Council meetings.
- Organize and ensure accurate record keeping of the google drive is maintained.

Vice President for Diversity, Equity and Inclusion – Weekly time commitment: 5-10 hours/week

- Coordinate community building and inclusion programming for member chapters.
- Promote inclusion within member chapters in order to make the fraternity community more welcoming and inclusive to individuals from diverse backgrounds.
- Publish important educational programming dates and deadlines.
- Collect and distribute information about campus diversity and inclusion programming and resources.
- Build and maintain relationships with faculty, academic offices, and/or departments that support diversity and inclusion.
- Provide advice and support to member chapter new member education officers and programming officers to provide diversity and inclusion programming.