

[E D U C T A T I O N]



COMMUNITY OF EXCELLENCE
advocate - collaborate - educate

OFFICER MANUAL



The information in this manual was compiled to assist Interfraternity Council (IFC) officers and leaders of the campus fraternity and sorority community focus their efforts to maximize their success.

Many IFC officers have experienced less than successful years by not having a focused set of goals and objectives for their term. Using the A Community of Excellence series of IFC officer manuals allows each officer to prepare himself for the demands of office, establish goals, and enjoy a successful term. This philosophy will prevent the IFC from spreading itself too thin and not fulfilling their officer obligations.

One way to maximize effectiveness of this information is to implement it during the officer transition period or at a new officer retreat. The A Community of Excellence Manuals will serve as a framework for each officer to begin thinking about the year and what they would like to do. Each person can then share their individual goals with the board and determine organizational benchmarks, and design implementation plans with the input of the fraternity/sorority community.

While the only term used in this publication is Interfraternity Council, the information is meant to be fully inclusive of fraternity/sorority communities led by Inter-Greek Councils and can be easily shared with NPC, NPHC, and 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.

The staff of the North-American Interfraternity Conference would be happy to answer any questions you many have about using this manual or other NIC resources effectively. Please visit www.nicindy.org for further assistance.



COMMUNITY OF EXCELLENCE

advocate - collaborate - educate

IFC Officer Manual: **Education**

The IFC should 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.

1. The IFC has an officer responsible for personal development and leadership education for the fraternity community and an advisor who works directly with this officer for maximum effectiveness.

The IFC should have an officer coordinating personal development and leadership education activities for the fraternity community. Vice presidents for leadership development or directors of educational programming are essential positions on IFC executive boards. The responsibilities of such a position may also be incorporated into the roles of other existing officers who have less specific job responsibilities.

Another role for this officer is providing information and resources to orient newly transitioned chapter officers with the expectations of their positions. The officer responsible for personal development and leadership education programs should report at all IFC meetings and executive sessions and maintain open dialogue with chapter leaders and the fraternity/sorority advisor.

2. New officer workshops are held as close as possible to most chapter installations. These workshops are supplemented by ongoing educational opportunities for chapter members and officers.

An IFC can demonstrate its commitment to member development and chapter support by providing basic educational workshops and leadership education opportunities throughout the year. Faculty members, campus administrators, the fraternity/sorority advisor, chapter advisors, and fraternity headquarters staff may be helpful in finding knowledgeable presenters. If fraternity headquarters staffs are given notice far enough in advance, they may be able to schedule a field consultant to assist with the workshop during his regular visit to campus. Current and past IFC officers, current and past chapter presidents and executive officers are also an excellent pool of presenters and facilitators for officer orientation and training workshops if other staffs are not available.

To promote interfraternalism and support chapter officers, the IFC should also bring together all officers with similar responsibilities to exchange ideas and methods of operation. The collection and distribution of literature and resource materials should also take place on a regular basis to keep chapter leaders informed and actively involved.

The IFC and the fraternity/sorority advisor may choose to develop other materials for officers with specific responsibilities. Manuals such as the NIC IFC Officer Manuals are an effective way of communicating common expectations and other ideas for additional programming efforts with students in various leadership roles.

Ideas for other officer support resources may include:

- 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
- time management