

Ohio Northern University

Interfraternity Council

Officer Transition

Agenda

This component of Officer Transition is for all of the incoming elected and appointed officers.
This session should last 2 hours.

• Purpose of Officer Transition

- Officer Transition is not where you will learn the ‘ins and outs’ of your specific position. Today we will:
 - Establish the council’s goals and priorities to guide the officers in making decisions and prioritizing their tasks
 - Learn about resources
 - Establish officer expectations

• Being a Leader Means:

- Expectations
 - What do we expect of each other?
- Privileges
 - What privileges do we inherit from our roles?
- Priorities
 - As officers, what are our priorities?
- Discuss and distribute ‘Officer Contracts’

• Review Council Goals and Priorities:

- Review Council Stats
 - Discuss red flags/areas of concern established by the Executive Council
 - The Executive Council and advisor have established the council’s strategic goals and priorities
 - Each individual officer will set goals for a tactical area of the council
 - These goals need to support the achievement of the goals established by the Executive Council
 - Present the goal’s established by the Executive Council
 - What is each goal and who is responsible for it?
 - Brainstorm what events/topics need to change and be the priority of the Council in order to achieve these goals?

• Responsibilities and Resources:

- Who can help the Council achieve its goals?
 - Advisor
 - Student Affairs Office
 - Various Campus Resources
- Council Governance
 - Review where to locate Governing Documents and resources and set deadline for officers to review:
 - *Constitution.*
 - *By-laws*
 - *Student Handbook*
 - IFC Policy (i.e. Risk Management, Financial, Scholarship, etc)

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- AFLV Binders
- Standards of Excellence
- Other documents as applicable
- Event Planner Forms
 - Event Planner Forms must be filled out for everything on the councils calendar
- Budget/Procedures
 - Review the council's current budget
 - Review spending regulations and approval procedures
 - Review reimbursement procedures
- Emergency Procedures
 - Review the council's Emergency Procedures
 - Review the Interfraternity Council's policy about speaking to the media