

Professional Fraternity Council

Executive Board Election Information

Election & On-boarding Timeline

- **Tuesday, October 3rd, 2023:** Applications are live on the OFSL website:
<https://fsl.colostate.edu/council-executive-board-application/>
- **Friday, November 3rd, 2023:** Applications close. Late applications will not be accepted.
- **Week of November 6th, 2023:** Current council officers will review applications.
- **Thursday, November 9th, 2023:** Applicant interviews will take place.
- **Thursday, November 16th, 2023:** Slate will be delivered to delegates to vote on.
 - Communications regarding decisions will be sent out shortly thereafter
- **Thursday, November 30th, 2023:** Hold for officer transition meeting
- **Tuesday, December 5th, 2023:** Council Officer Installation Ceremony, 5:30 pm, LSC Theatre
- **Thursday, December 7, 2023:** Council Leadership Program Kickoff, 6:00pm-8:00pm, LSC 304-306

ELIGIBILITY TO RUN

- Individual members who wish to campaign for an office within the PFC must:
 - Be enrolled at Colorado State University as a full-time student.
 - Have completed at least 30 credit hours at Colorado State University.
 - Be in good standing in regards to conduct and academic standards with Colorado State University.
 - Maintain an active or good standing with their respective affiliate organizations.
- Other Requirements:
 - No PFC officer may hold an equivalent or comparable position within their respective chapter concurrent with any part of their term as a PFC officer unless there are extenuating circumstances.
 - No more than three members from the same organization may hold office during the same term unless there are extenuating circumstances.
 - Each officer's term will last until the following year's election (approximately a calendar year).
 - Officer must be able to fulfill their entire term (January to December, traditionally) unless extenuating circumstances are present.
 - Each officer must be willing and able to commit to complete all their duties assigned in the governing documents of the PFC: <https://fsl.colostate.edu/wp-content/uploads/sites/12/2021/04/PFC-CONSTITUTION.UpdatedFA20.pdf>

ELECTION INFORMATION

All applicants should prepare a speech that highlights their interest in the position, their previous leadership experience, skills related to the position they are applying for, and goals they hope to achieve while on the PFC executive board. The speech will be limited to 2 minutes followed by 2 minutes for questions from current executive officers. New officers will be decided by a slate from current officers and approval by chapter delegates.

If you have questions about the election process, please contact PFC President, Hunter Allen (csu.pfc.president@gmail.com) or PFC Advisor, Maija Linh Pham (MaijaLinh.Pham@colostate.edu).

POSITIONS AVAILABLE

1. President
2. Vice President
3. Administrative Chair
4. Council Development Chair
5. External Relations Chair
6. Professional Development Chair

OFFICER POSITION DESCRIPTIONS

President:

Leadership

- Maintain overall responsibility for PFC operations and serve as the PFC representative to the campus and community.
- Preside over all PFC meetings and respective PFC executive meetings.
- Enforce the governing documents of the PFC.
- Oversee the execution of responsibilities by each respective officer.
- Ensure there are successful transitions between outgoing and incoming officers.
- Discuss and approve officer budgets and individual expenses with the Administration Officer.

Management Tasks

- Host regularly scheduled office hours on a weekly basis in the Office of Fraternity & Sorority Life.
- Must attend monthly Presidents Forum.
- Attend Monthly Ascend meetings.
- Work with the Office of Fraternity & Sorority Life to plan and coordinate the New Member Education Officer Workshop Series including attending relevant meetings with other council officers.
- Plan the New Member Mingle/Orientation
- Meet and communicate regularly with PFC advisor(s).
- Any other duties and responsibilities as assigned by the council.

Vice President:

Council Support/Engagement

- Assist the council president and temporarily assume the president's duties in the case of the president's absence.

- Recruit member chapters to the PFC and ensure they adhere to the membership addition procedures.
- Maintain up-to-date contact documentation on all members of the PFC.
- Cast a deciding vote in the case of any vote that results in a tie and requires a tie breaker.

Management Tasks

- Host regularly scheduled office hours on a weekly basis in the Office of Fraternity & Sorority Life.
- Work with the Office of Fraternity & Sorority Life to plan and coordinate the Risk Management Officer Workshop Series and attend regular Harm Reduction & Risk Management Workgroup meetings.
- Review all forms submitted by the PFC Chapters for events that pertain to the Joint Fraternity & Sorority Life Risk Management Policy.
- Meet and communicate regularly with the PFC President and Advisor(s).
- Any other duties and responsibilities as assigned by the council.

Administrative Chair:

Record Keeping

- Keep an accurate and complete record of all official communications for all meetings of the PFC.
- Ensure all official communications are recorded and read into the minutes of the council.
- Distribute meeting minutes within a 72-hour window following a PFC council or executive meeting.
- Maintain the PFC calendar by recording all events within an organized PFC calendar and distributing it to all members in the council.
- Determine speech times for elections.

Financial Oversight

- Preside over all responsibilities regarding any PFC bank account or PFC SOFA account.
- Create, maintain, and update a general budget for the PFC on an annual basis no later than one month after the calendar election cycle.

- Provide and oversee executive member budgets.
- Deposit any funds received to the council's bank account.
- Reimburse any expense of any officer that has prior approval from the President as it is outlined and pertains to the council and the council's governing documents.
- Plan all council fundraising efforts by organizing at least one council wide fundraising event per semester.
- Report on the financial condition of the PFC.

Management Tasks

- Participate in the Joint Judicial Board and All-University Hearing Board as representation of the PFC.
- Ensure chapter philanthropic and community service events are consistently updated on the Fraternity & Sorority Life website.
- Meet and communicate regularly with the PFC President and Advisor(s).
- Any other duties and responsibilities as assigned by the council.

Council Development Chair:

- Work with the Office of Fraternity & Sorority Life to plan and coordinate the Community Service and Philanthropy Officer Workshop Series pathway.
- Participate in the Fraternity & Sorority Life Programming Board Meetings as the liaison for the PFC.
- Host regularly scheduled office hours on a weekly basis in the Office of Fraternity & Sorority Life as needed by the council.
- Facilitate participation in university-sponsored events.
- Meet and communicate regularly with the PFC President and Advisor(s).
- Chair the council's Development Committee, should the council seek to have such a committee.
- Must be available to train and work as an FSL Ambassador from the beginning of the spring until the end of summer.
- Any other duties and responsibilities as assigned by the council.

External Relations Chair:

Social Media & Promotion

- Develop, plan, and implement a comprehensive public relations and marketing strategy for the PFC.
- Work with the Office of Fraternity & Sorority Life to plan and coordinate the External Relations Officer Workshop Series pathway.
- Coordinate the council's social activities by organizing at least one social event per semester for the council.
- Manage and maintain all PFC social media accounts.
- Submit press releases of any PFC programming.
- Positively represent PFC in any communications distributed by Fraternity & Sorority Life and on the Colorado State Campus.

Management Tasks

- Host regularly scheduled office hours on a weekly basis in the Office of Fraternity & Sorority Life as needed by the council.
- Meet and communicate regularly with the PFC President and Advisor(s).
- Meet & communicate regularly with FSL External Relations Advisor & Council External Relations Chairs
- Must be available to train and work as an FSL Ambassador from the beginning of the spring until the end of summer.
- Any other duties and responsibilities as assigned by the council.

Professional Development Chair:

- Oversee the development and implementation of the council's professional program.
- Must be available to train and work as an FSL Ambassador from the beginning of the spring until the end of summer.
- Work with the Office of Fraternity & Sorority Life to plan and coordinate the scholarship Officer Workshop Series pathway.

- Work individually with scholarship chairs from chapters who fall below the all-men's or all-women's GPA.
- Host regularly scheduled office hours on a weekly basis in the Office of Fraternity & Sorority Life as needed by the council.
- Meet and communicate regularly with the PFC President and Advisor(s).
- Chair the council's Professional Development committee, should the council seek to have such a committee.
- Any other duties and responsibilities as assigned by the council.