

# Section 1. Executive Council Structure and Responsibilities

## **Recommended Structure:**

- President
- Executive Vice President
- Vice President of Recruitment
- Vice President of Educational Programs
- Vice President of Public Relations
- Vice President of Administrative Affairs
- Vice President of Community Service and Fraternal Relations

## **President:**

### A. Internal:

1. Provide guidance and focus the efforts of other IFC officers and committees.
2. Preside over all meetings of the council and executive board.
3. Cast the final vote in the event of a tie.
4. Visit with member chapters regularly to determine what chapter needs are not being met as well as which IFC efforts are particularly strong.
5. Build rapport and establish a positive working relationship between the IFC and chapter leaders.
6. Meet with the judicial board to monitor and review the progress of any chapter under disciplinary sanction(s).
7. Assist with the Chapter of Excellence award process.

### B. External:

1. Meet weekly with Panhellenic officers to build rapport and discuss mutual concerns and programs.
2. Meet twice each year with fraternity chapter advisors to proactively discuss important issues in the Greek community.
3. Serve as the official spokesperson for the fraternity system.
4. Maintain three office hours per week.

## **Executive Vice President:**

- A. Coordinate IFC Judicial Board training with Student Affairs.
- B. Educate member chapters on Judicial Board processes and policies.
- C. Coordinate Judicial Board conduct conferences.
- D. Meet at least twice a year for risk management chairs on successful event planning and implementation of risk management programming.
- E. Ensure IFC social and risk management policies are written and

consistent with the laws and regulations of the campus, community, and state, in addition to the policies of the national fraternities on campus.

- F. Review IFC social and risk management policies regularly seeking input from chapter leaders for improvement as necessary.
- G. Maintain three office hours per week.
- H. Undertake or assist in special projects or assignment delegated by the President.
- I. In the event the IFC President can no longer serve his term, or if / when the IFC President is not available to fulfill his responsibilities, the Executive Vice President of Judicial Affairs will assume responsibility until the President resumes office or a replacement is elected via the process dictated in the IFC Constitution.

## **Vice President of Recruitment:**

- A. Organize Fraternity Forum.
- B. Facilitate chapter recruitment workshops.
- C. Develop a process that allows chapters to ask individuals to join their organizations at any time during the academic year, and ensures that prospective members are not required to visit a specific number of chapters to be eligible for membership except during formal recruitment.
- D. Promote interfraternalism and Greek membership by ensuring Greek presence at new student orientation programs.
- E. Select and train a staff of men who are knowledgeable about the Greek experience and willing to be representatives to prospective new members during the recruitment process and throughout the academic year.
- F. Develop programs in which fraternity representatives can meet prospective new members in an informal environment such as moving students into residence halls, football games, and new student and orientation activities.
- G. Provide information on the recruitment process and the fraternity community to prospective new members.
- H. Preside over fraternity expansion and ensure expansion is discussed at the conclusion of each concentrated recruitment period and decisions on the addition of new chapters are made.
- I. Maintain a potential new member interest list.
- J. Maintain three office hours per week.
- K. Undertake or assist in special projects or assignments delegated by the President.

## **Vice President of Educational Programs:**

- A. Maintain a current resource library of fraternal publications, videos, and other leadership materials and encourage their use by the chapters.
- B. Organize an official orientation and training program for chapter IFC representatives.
- C. Organize an annual Greek leadership program bringing in a combination of campus, community, and alumni facilitators.
- D. Organize special educational and leadership programs throughout the year based on the needs of the chapters or current issues and concerns in the campus community.
- E. Ensure Greek Council provides an effective means for involvement from all chapters, educates future fraternity leaders on the history of Greek Life and issues important to contemporary fraternity membership, and promotes increased interfraternalism among new member classes.
- F. Maintain three office hours per week.
- G. Undertake or assist in special projects or assignments delegated by the President.

## **Vice President of Public Relations:**

- A. Meet at least monthly with campus newspaper editors to discuss coverage of Greek issues by the media and build rapport between the organizations.
- B. Serve as liaison to student government, the campus programming board, the newspaper staff, city council, chamber of commerce, or any other organization interested in interacting with the Greek system.
- C. Provide the media with news leads or background information on the Greek community and chapter events.
- D. Promote continued opportunities for individual fraternity member participation on campus organizations and events such as residence life staff, orientations assistants, campus tour guides, student government representatives, etc.
- E. Meet with campus and community law enforcement officials at least twice a year.
- F. Encourage chapters to invite faculty members to dinner and other selected chapter activities.
- G. Publish an annual report of accomplishments and concerns and distribute copies to all chapters, chapter advisors, house corporation officers, campus officials, faculty representatives, media contacts, community leaders, general fraternity headquarters, and the NIC office.
- H. Maintain three office hours per week.

- I. Undertake or assist in special projects or assignments delegated by the President.

## **Vice President of Administrative Affairs:**

- A. Maintain accurate minutes and agendas for all IFC meetings and Judicial Board hearings.
- B. Maintain as accurate record of attendance by member fraternities at IFC General Assembly meetings.
- C. Ensure parliamentary procedure.
- D. Work with other IFC officers to maintain a master calendar of Greek community and member chapter events.
- E. Provide advice and support to chapter secretaries.
- F. Maintain current information for accurate fraternity rosters.
- G. Supervise the annual budget process.
- H. Collect IFC member dues or other assessments as needed.
- I. Maintain accurate records throughout the year through invoicing and receipts.
- J. Receive all check requests and make distributions with a cosigner.
- K. Prepare financial statements monthly and at the end of each term for distribution for IFC advisor.
- L. Prior to leaving office, submit all financial records to be audited.
- M. Weekly reports to executive officers.
- N. Make bank deposits when necessary.
- O. Provide advice and support to chapter treasurers.
- P. Work with Panhellenic to create a Greek Programs account and budget for jointly planned programs and events.
- Q. Annually review the dues structure to allow for incremental increases in dues when necessary.
- R. Maintain three office hours per week.
- S. Undertake or assist in special projects or assignments delegated by the President.

## **Vice President of Community Service and Fraternal Relations:**

- A. Maintain accurate record of President and Social chair of all organizations.
- B. Maintain and build rapport between the chapters.
- C. Plan at least one social event a semester between the chapters.
- D. Publish an annual report of accomplishments and concerns and distribute copies to all chapters, chapter advisors, house corporation officers, campus officials, faculty representatives, media contacts, community leaders, general fraternity headquarters, and the NIC

office.

- E. Compile service hours and dollars raised by the Greek system.
- F. Assist the IFC Vice President of Administrative Affairs with the development of a master calendar of philanthropic and service projects.
- G. Maintain three office hours per week.
- H. Undertake or assist in special projects or assignments delegated by the President.