

University of New Hampshire

Interfraternity Council Position Descriptions

I. **President**

- a. To preside over all regular and special meetings of the IFC and shall call special meetings whenever he deems necessary
- b. To be responsible for the notification of all representatives for special meetings
- c. To serve on or represent the IFC on any University or student committee where his presence is deemed necessary
- d. To maintain close contact with the work of the Executive Council officers and committee heads of the IFC in order to coordinate and expedite projects and business of the IFC
- e. To work closely with the Coordinator of Greek Life, the Panhellenic President, the United Greek Association President, and any other faculty or administrative personnel as an official representative of the IFC.
- f. To set the agenda for each meeting
- g. To vote in the general assembly in case of a tie
- h. To perform all other duties deemed necessary by the IFC or stated elsewhere in the Constitution
- i. Continue to maintain peace at meetings and run meetings as efficiently as possible
- j. To hold officer transition and training meeting with the Coordinator of Greek Life for the succeeding Executive Council
- k. To chair the Executive Council
- l. Speaker of/for the IFC
- m. To hold the position of advisor to the JIFC
- n. To serve as the IFC representative for the GPEP Advisory Committee.
- o. Meet weekly with the Coordinator of Greek Life to discuss IFC concerns, happenings, incidents, events, etc.
- p. To act as the main point of contact for all IFC incurrences.
- q. To be responsible for the IFC and all of the IFC decisions/actions.
- r. To maintain an officer notebook of the activities and responsibilities while in office
- s. Maintain communication and positive relationships with University faculty, staff, and the Durham community.

II. Vice President of External Affairs

- a.** To assist the President as may be deemed appropriate to facilitate the daily operations of the IFC.
- b.** To coordinate all formal information recruitment activities with the Coordinator of Greek Life.
- c.** To provide and educate chapter recruitment chairmen and potential members on recruitment rules and successful recruitment strategies.
- d.** To facilitate communication between the University of New Hampshire, the IFC, and those interested in the recruitment process of the University of New Hampshire's fraternal system.
- e.** To develop recruitment registration materials and work with the President to publicize all recruitment activities.
- f.** To organize Fraternity Informational sessions for recruitment.
- g.** To plan programs and activities for the IFC.
- h.** To work with the respective chairs from the Panhellenic Council and United Greek Association to establish relationships with other student organizations on campus.
- i.** To determine budgets required in executing any programs or events to be submitted to the Treasurer.
- j.** To investigate areas to collaborate with other student organizations and/or university departments in planning positive events/programs for the IFC and the university.
- k.** To coordinate IFC involvement in campus activities such as Homecoming, May Day, Greek Week, University Days, etc.
- l.** To work with the University of New Hampshire Coordinator of Community Service to promote service opportunities to community service and philanthropic chairmen for the IFC Chapters.
- m.** To prepare press releases for the media to promote activities of the Greek Community.
- n.** To make recommendations to the Executive Council concerning areas of public opinion about the Greek System.
- o.** To work with the officers and committee chairs to publicize the IFC related activities.
- p.** To work in close conjunction with the President and Chapter Recruitment Chairs to publicize fall and spring recruitment activities and dates.
- q.** To create a monthly electronic newsletter that is distributed to all IFC men and women.
- r.** To develop and maintain marketing/PR materials for the IFC (Twitter, Facebook, Website, etc.).
- s.** To help develop the IFC informative pamphlets, Greek Recruitment guide for orientations, University Days, Jukebox, etc.
- t.** Maintain communication and positive relationships with University faculty, staff, parents of members, and the Durham community.
- u.** To perform all other duties deemed necessary by the IFC or stated elsewhere in the Constitution.
- v.** Keep a journal/binder of all the activities and responsibilities held during office.

III. Vice President of Internal Affairs

- a.** To chair the Membership committee
- b.** That in the absence of the President, he/she will preside at all regular and special meetings of the IFC and shall fulfill all duties required of the President
- c.** That should the office of President be permanently vacated for any reason, he shall serve in the capacity of the President until an election can be held to fill the position
- d.** To assist the President as may be deemed appropriate to facilitate the daily operations of the IFC
- e.** To educate and assist chapters with risk management issues (i.e. social awareness, health safety, sexual assault and harassment, hazing, alcohol and social policies, and education).
- f.** To take the responsibility of educating the Greek Community in areas such as diversity, risk management, and health related issues.
- g.** To plan and facilitate an educational session for new members (Vitae Initiative).
- h.** To prepare at least one educational or leadership program each month for the IFC Community.
- i.** To organize, with the Coordinator of Greek Life, the submission of each chapter's pledge education program for the review prior to each new member class and assist the Coordinator of Greek Life in suggesting and monitoring changes to the programs.
- j.** Promote educational programming offered by the University to member chapters and identify opportunities for the IFC to sponsor/cosponsor educational programming with the University or other student organizations.
- k.** Maintain records of educational programming done by each chapter.
- l.** To promote excellent academic performance throughout the fraternity system.
- m.** To educate the IFC concerning Greek academic performance and university academic performance.
- n.** To provide materials to the IFC and chapters regarding study skills and outstanding scholarship.
- o.** To plan/facilitate a program for academic excellence (Pursuit of Pi).
- p.** To perform all other duties deemed necessary by the IFC or stated elsewhere in the Constitution.
- q.** To keep a journal of the activities and responsibilities held during office.

IV. Secretary

- a.** To be responsible for the minutes of the IFC general assembly meetings and Executive Council meetings and to distribute those minutes before the next regularly scheduled meeting to the following:
 - i.** Dean of Students
 - ii.** Coordinator of Leadership & Student Organization Services
 - iii.** MUB Director
 - iv.** Coordinator of Greek Life
 - v.** IFC President
 - vi.** IFC Minutes File
 - vii.** Chapter Delegates
- b.** To be responsible for the maintenance of all files pertaining to IFC Business
- c.** To maintain a complete file, which includes but not limited to the minutes of all IFC and Executive Council Meetings, IFC Committee reports, and all other pertinent information
- d.** To compile a directory of the current fraternity Presidents and the general assembly members.
- e.** To be responsible for the attendance at each meeting and to alert the Treasurer for the billings of those not in attendance.
- f.** To prepare a monthly and semester calendar of IFC activities.
- g.** To keep a journal/binder of all activities and responsibilities held during office.

V. Treasurer

- a.** To work with the Coordinator of Greek Life and the IFC President in preparing a biannual budget for the IFC.
- b.** So submit a budget for the general assembly's approval during the first meeting of each semester
- c.** To regulate, control and supervise the finances of the IFC in accordance with the budget.
- d.** To send chapters invoices of their required dues payment by the meeting after rosters are due to the Greek Office each semester.
- e.** To be responsible for the collection of all dues, and the payment of all bills in a timely manner.
- f.** To make a monthly statement and report of the IFC's financial condition to the General Assembly.
- g.** To achieve and maintain communication with all other chapter Treasurers.
- h.** To perform all other duties deemed necessary by the IFC or stated elsewhere in the Constitution.
- i.** To keep a journal/binder of all activities and responsibilities held during office.