ICF Executive Officer Selection/Requirements

1. Positions Available
   a. President
   b. Vice President
   c. Director of Recruitment
   d. Director of Finance and Administration
   e. Chief Justice
   f. Director of Community Service and Public Relations

2. Eligibility
   a. Members of fraternities holding regular membership in the Stephen F. Austin Interfraternity Council shall be eligible to serve as any officer.
   b. Have a minimum of 30 credit hours, sophomore standing.
   c. In Good Standing with Stephen F. Austin State University, chapter, inter/national headquarters, and IFC.

3. Minimum GPA Requirement: 2.5 cumulative GPA or 3.0 spring 2020 semester GPA

4. Selection
   a. All executive officer positions for IFC shall be elected by a majority vote cast by each member chapter, except if there is only one nominee for an office that nominee shall be declared elected.

5. Office Holding Limitations
   a. No more than two members of the same fraternity shall be represented on the Executive Officer Board.
   b. Any IFC executive officer shall not simultaneously serve as a primary officer of his fraternity without a 2/3 vote of approval of member chapter delegates.
      i. Primary officer being defined as President, Vice President, or Recruitment Chair.

6. Term
   a. The term of office for the respective officers shall be one year. It will start on the last meeting of the fall and continue through the following fall’s last meeting.
Officer Duties and Expectations

It is an expectation of all officers to do the following:

- maintain a working relationship with the IFC Advisor
- maintain a positive working relationship with all IFC officers
- be familiar with all governing documents of this association
- take the initiative to better their officer positions and work towards strengthening the SFA IFC community

President
a. Preside over all IFC meetings as well as the IFC executive committee.
b. Sign all contracts involving the Interfraternity Council Association.
c. Represent IFC upon all requests.
d. Act in the best interest of the Greek community at all times.
e. Meet weekly with the IFC Advisor.
f. Serve as a member ex-officio of the Judicial Board with voice, but no vote.
g. Be responsible for regular communication with the President of the Panhellenic Council, Multicultural Greek Council, and National Pan-Hellenic Council to coordinate joint business meetings and to discuss other items of concern to all councils.
h. Supervise the applications for NIC (National Interfraternity Council) as well as the awards for AFLV conference.
i. Work 2 Officer Hours per week in Fraternity & Sorority Life Office.
j. Perform all other duties as assigned.

Vice President
a. Be responsible for presiding over the Council in the absence of the President.
b. Be responsible for the organization of the committees formed by the IFC Delegates.
c. Be in charge of planning, implementing and conducting special events including Greek Week, National Hazing Prevention Week, and any other related events.
d. Perform all activities and initiatives involving scholarship endorsed by the council.
e. Meet weekly with the IFC advisor.
f. Work 2 Officer Hours per week in Fraternity & Sorority Life Office.
g. Perform all other duties as assigned.

Director of Recruitment
a. Coordinate and administer the Recruitment process.
b. Preside over all meetings of fraternity Recruitment Chairs and fraternity Recruitment Advisors before, during, and after Recruitment.
c. Organize Recruitment periods, and oversee Formal Recruitment.
d. Be responsible for designing and distributing Recruitment written materials, helping with the creation of the Recruitment book/cd, coordinating Recruitment fees, and all other activities involving Recruitment.
e. Reside in Nacogdoches during the summer in order to fulfill these duties adequately.
f. Meet weekly with the IFC Advisor.
g. Work 2 Officer Hours per week in Fraternity & Sorority Life Office.
h. Perform all other duties as assigned.
**Director of Finance and Administration**

a. Supervise all of the finances of the Interfraternity Council.
b. Prepare a budget each semester, which will be distributed to each fraternity upon its approval.
c. Collect all fraternity dues each semester by first distributing bills to each chapter then by following up until payment is received.
d. Be in charge of all billing to chapters and collection of fines due to lack of performance.
e. Pay all IFC bills promptly and give monthly financial reports to the IFC Executive Committee.
f. Be responsible for taking role at every meeting
g. Be responsible for keeping the minutes of IFC meeting.
   i. Every week he shall have these minutes typed, as well as the agenda for each week typed and prepared for the meeting
h. Keep all the minutes and agendas in an up-to-date file that is easily accessible to the IFC Executive Committee
i. Keep a record of all correspondences of the Interfraternity Council
j. Maintain the upkeep of the IFC offices, including the maintenance of the office supplies.
k. Perform any duties called for by the president of the council
l. Work 2 Officer Hours per week in Fraternity & Sorority Life Office.
m. Perform all other duties as assigned.

**Chief Justice**

a. Preside over the judicial board and maintain all judicial files.
b. Develop Judicial Hearing Board processes and procedures.
c. Be responsible for the constant evaluation and up-dating of the Interfraternity Council constitution and by-laws. His interpretation of these by-laws shall be a reference to IFC throughout his term in office.
d. Meet with the Judicial Board once a semester for training on the policy and procedure of the IFC Judicial Board.
e. Meet with all the chapters new members every semester to discuss hazing and other risk management issues.
f. Identify areas of risk in the Greek community and take measures to correct them.
g. Work 2 Officer Hours per week in Fraternity & Sorority Life Office.
h. Perform all other duties as assigned.

**Director of Community Service and Public Relations**

a. Community Service
   i. Work to extend the fraternity effort of service towards the community at all times.
   ii. Preside over Service Committee meetings and Service Chair meetings with fraternity members.
   iii. Coordinate at least one IFC Service Function, or Philanthropy event, per semester.
b. Public Relations
   i. Be responsible for correspondence between all fraternities and the council.
   ii. Be responsible for all press releases involving fraternities and their current activities, as well as corresponding with each fraternity’s national headquarters.
   iii. Be responsible for the publication of an IFC newsletter, at least once per semester to send to chapter members, parents, and alumni.
   iv. Be responsible for keeping an up-to-date file on all publicity released.
   v. Be responsible for updating and maintaining the information on all social media outlets and the IFC Web-page.
c. Work 2 Officer Hours per week in Fraternity & Sorority Life Office.
d. Perform all other duties as assigned.