



## **IFC 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.