Interfraternity Council Executive Board Expectations

1. All executive board officers are expected to serve the entire term (2019-2020), unless there are extenuating circumstances.
2. Each position has different time commitments; however, each officer should expect to spend anywhere between 4-6 hours a week on their position.
3. Each officer is expected to hold at least 2 office hours a week in the Greek Office.
4. Officers are expected to attend every IFC, executive board, and board meeting, as well as any special meetings, unless excused by the President.
5. Additional responsibilities of the Executive Board, as required, are:

#### To take applications, interview, and select Assistants to assist Vice Presidents in the discharge of their duties

#### To assist in the selection of the Greek Week Chairman and Senior, Junior, and Sophomore Justices of the Judicial Committee

#### To set and implement fines and sanctions to guarantee compliance to IFC Constitution and By-Laws, policies and procedures

#### To establish, direct, and supervise standing and ad hoc committees

#### To establish semester dues for member fraternities

#### To establish recruitment registration fees for PNMs

#### To approve Standard Operating procedures

#### To establish an allocated budget subject to the approval of SGB

#### To add, revise, or rescind job duties of officers and establish job duties for assistant chairmen

#### To make decisions for IFC between regular meetings as required when special meetings cannot be called or are not warranted

#### To establish and assess administrative sanctions when necessary

Interfraternity Council Executive Board Roles & Responsibilities

**President-**

The duties of the President are to:

#### Set the agenda and preside over all meetings of IFC and the IFC Executive Board

#### Decide on all questions of parliamentary procedure

#### Serve as ex-officio member of all committees and boards

#### Serve as IFC spokesman and representative to the University of Pittsburgh Administration, the Office of Cross Cultural & Leadership Development, and the community

#### Serve as liaison to the Pitt News, Panhellenic Association, National Pan- Hellenic Council, Student Government Board and all other student organizations

#### Fill all vacancies in the IFC Executive Board subject to approval by IFC, in accordance with Article VII, Section 8

#### Cast the deciding vote on Council matters in the case of a tie

#### Assist all officers of the IFC Executive Board in the discharge of their duties

#### Coordinate IFC interaction with Greek Week and the IFC Judicial Committee through the Greek Week Chairman and the Chief Justice

#### Complete additional duties assigned to the President

### **Vice President-**

### The duties of the Vice President are to:

#### Serve as a liaison to the IFC Recruitment Chair and assist them in during IFC recruitment periods

#### Develop and implement educational programs for new members

#### Develop and implement educational programs for current members

#### Develop and implement scholarship programs

#### Develop and implement officer-training programs

#### Develop and coordinate officer round tables

#### Serve as social monitor at IFC administered social events

#### Direct and supervise appointed Member Education Assistants in the discharge of assigned duties

#### Complete additional duties assigned to the Vice President

**Treasurer-**

The duties of the Treasurer are to:

#### Collect dues and fines and receive all money and deposit it with the University in the name of the Interfraternity Council and keep an accurate account of all funds received and spent

#### Initiate all expenditures to funds according to University Standard Operating Procedures

#### Make periodic financial reports and prepare an annual budget proposal for approval by the IFC Executive Board

#### Act as liaison to the Student Government Board Allocation Committee and prepare an annual budget request, budget supplemental and budge modifications for funds from SGB

#### Complete Additional Duties assigned to the Treasurer

### **Secretary-**

### The duties of the Secretary are to:

#### Keep an account of all meetings, prepare minutes, and distribute them to all members within three days of every meeting

#### Keep a complete and accurate list of all chapter representatives and their attendance at meetings

#### Collect chapter membership rosters, including new members, at the beginning of each semester. A copy of these rosters must be submitted to the Coordinator of Fraternity and Sorority Life, IFC Executive Board, and Greek Week Chairman

#### Receive and answer all communications and issues notices of meetings subject to the approval of the President

#### Maintain, distribute, and update a directory of accurate contact information of all chapter representatives, IFC officers, assistants, and chairmen, standing committee members, ad hoc committee chairmen and members, Greek Week chairmen and assistants, IFC Judicial Committee members, chapter officers and programming representatives, and any other individuals deemed necessary by IFC, including Panhellenic Council, National Pan Hellenic Council, and frequently contact officers in those and other organizations

#### Develop Standard Operating Procedures governing administrative, recruitment, social and program activities of IFC and member fraternities

#### Manage the IFC office

#### Administer the IFC digital Bulletin board

#### Direct and supervise the appointed assistant(s) in the discharge of assigned duties

#### Complete additional duties assigned to the Secretary

### **Chief Justice-**

### The duties of the Chief Justice are to:

#### Make sure all fraternities within the IFC abide by the guidelines and procedures outlined within the Interfraternity Council Constitution and Bylaws

#### Conduct Risk Management meetings/roundtables with representative from each fraternity

#### Preside over the IFC Judicial Committee and follow all guidelines outlined in Article X

#### The Chief Justice is not a voting party in a judicial proceeding, but in the event of a tie must cast the deciding vote

#### In the event that a conflict of interest renders a justice’s vote invalid, the Chief Justice may vote in his place.

#### Complete additional duties assigned to the Chief Justice