Interfraternity Council Executive Board Expectations

1. All executive board officers are expected to serve the entire term (2020-2021), 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 maintain 2 hours of availability per week for IFC Executive Board purposes, on top of meetings
4. Officers are expected to attend every IFC General Body Meeting, Executive 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, interviews, and select assistants to aid officers in the discharge of their duties

#### To assist in the selection of the Members of the Judicial Board

#### To coordinate with the Chief Justice set and implement fines and sanctions to guarantee compliance with IFC Constitution and Bylaws, policies and procedures

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

#### 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, if applicable

#### 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 - or to delegate these communications to other officers

#### Fill all vacancies in the IFC Executive Board subject to approval by IFC, in accordance with the IFC Constitution

#### 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 Board

1. Oversee the following positions as direct supervision: Chief Justice, Programming Chair, Treasurer and Greek Week Representative
2. Brief IFC GBM of above positions’ reports in the officer’s absence
3. Regularly meet with FSL advisors and other Tri-Council leaders

#### Complete additional duties assigned to the President

### **Vice President-**

The duties of the Vice President are to:

1. Serve as oversight and direct supervision to the following positions: Recruitment Chair, Membership Education Chair, Secretary, and Communications Chair
2. Brief IFC GBM of above positions’ reports in the officer’s absence
3. Serve as chair of ad hoc committees as necessary
4. Fulfill duties of the President as assigned, or in the case of the President’s absence
5. Initiate/facilitate administrative events such as Constitutional/Bylaws Review
6. Create and/or implement existing IFC Initiatives
7. Coordinate with chapters to visit their chapter meeting and introduce the Executive Board/IFC’s purpose
8. Complete additional duties assigned to the Vice President

### **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

1. Enforce the Judicial Bylaws and weigh in on decisions made by the IFC Judicial Board

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

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

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

1. Regularly attend GBM meetings

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

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### **Recruitment Chairman-**

### The duties of the Recruitment Chairman are to:

#### Oversee the Informal IFC Recruitment process for both semesters

#### Communicate with all Chapter Recruitment Chairs and provide guidance related to the recruitment process

#### Inspect Chapter Recruitment schedules to ensure they abide by the established IFC guidelines and restrictions

1. Plan and operate Meet the IFC Fraternities and IFC Bid Day each semester
2. Organize all Recruitment events into a spreadsheet by day, and establish schedules for IFC Recruitment walkthroughs
3. Organize all potential new members in a spreadsheet and track bid eligibility
4. Compile all bid lists presented by Chapter Recruitment Chairs and assess their eligibility based on FSL 101 attendance, grade release completion, and minimum GPA requirement
5. Plan Recruitment-related programming events to aid Chapter Recruitment Chairs with their individual recruitment processes
6. Communicate with non-”Greek” students who show interest in joining an IFC fraternity
7. Attend IFC-sponsored events and assist the Executive Board with other assigned tasks as necessary

### **Membership Education Chairman-**

### The duties of the Membership Education Chairman are to:

#### 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

#### **Secretary-**

#### The duties of the Secretary are to:

#### Distribute agendas before all meetings and take detailed minutes during all meetings

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

#### Collect chapter 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 Board

#### 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, committee members, ad hoc committee members, Greek Week Board Members, IFC Judicial Committee members, chapter officers, chapter programming representatives, and any other individuals deemed necessary by IFC, including Panhellenic Council, NPHC, and frequently contact officers in those and other organizations

#### Develop Standard Operating Procedures for IFC social media management and all publications

#### Act as office administrator of the Greek Office by keeping things organized and tracking inventory

#### Update the IFC Website to ensure all information and images are up to date

1. Coordinate with the Communications Chairman to manage all IFC social media
2. Maintain Email groups for IFC Board Members, Tri-Council Board Members, Tri-Council Presidents, IFC Presidents, and IFC Representatives
3. Coordinate with the Treasurer and the Office of Fraternity and Sorority Life to order all apparel and promotional materials
4. Design all flyers and posts with the assistance of the Communications Chair

#### Complete additional duties assigned to the Secretary

### **Programming Chairman-**

### The duties of the Programming Chairman are to:

1. Organize programs focused on the development of IFC relations and important topics within Fraternity and Sorority Life
2. Work alongside the IFC Executive Board, Chairs and Advisors (specifically Secretary, Treasurer, Programming Chair) to prepare supplies and promotional material for programs
3. Provide suggestions for programming, discuss with other IFC members and follow through with programs as decided by the group
4. Communicate programs with the Greek Week President to ensure scheduling issues do not arise
5. Coordinate with Panhellenic Council Programming Chair for IFC and Panhellenic collaborative events

**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

1. Act as intermediary between the IFC board and the Student Organization Resource Center (SORC)

#### Complete Additional Duties assigned to the Treasurer

**Communications Chair-**

The duties of the Communications Chair are to:

1. Assist the Secretary with operate and updating all social media pages and the website
2. Provide necessary information to member organizations regarding IFC events, philanthropy events, and any updates deemed necessary for the Greek community
3. Oversee the social media pages of all member organizations to ensure posts and interactions are appropriate, and follow the to guidelines set by the Judicial Board
4. Attend IFC events and assist with the coordination and implementation of events

**Greek Week Representative-**

The duties of the Greek Week Representative are to:

1. Contribute to the construction of the Greek Week Handbook by relaying the views and opinions of the IFC Executive Board and Chapter Presidents to the Greek Week President
2. Act as a liaison between the Greek Week Executive Board and the Inter-Fraternity Council
3. Motivate IFC organizations to participate in Greek Week events and responsible for recording chapter participation, collecting Greek Week fees, and communicating deadlines
4. Communicate Greek Week expectations to IFC organizations
5. Serve on the Greek Week Executive Board
6. Assist the Greek Week President by sharing and contributing to the positive impact of Greek Week on the FSL community and the Pitt community as a whole

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