

### Article III. Role of the IFC Executive Board Officers

Section I. The duties and responsibilities of the President are as follows:

- A. Provide guidance and focus to the efforts of the IFC General Body and Executive Board.
- B. Preside over all meetings of the IFC General Body.
- C. Preside over the slating committee and election process.
- D. Cast the final vote in the event of a tie.
- E. Build rapport and establish positive working relationships between IFC and member fraternity presidents and leaders.
- F. Serve as the official spokesperson for the fraternity community.
- G. Plan and facilitate the IFC Executive Board Transition Retreat.
- H. Organize regular meetings of member fraternity presidents.
- I. Establish positive working relationships with key university administrators.
- J. Establish positive working relationships with the leaders of other governing councils and student organizations.
- K. Meet regularly with the IFC Advisor.
- L. Attend all IFC General Body and Executive Board meetings.
- M. Other duties as assigned.

Section II. The duties and responsibilities of the Executive Vice President are as follows:

- A. In the absence of the President, the Executive Vice President shall exercise all the powers and complete all the duties of the President.
- B. Preside over all meetings of the Executive Board.
- C. Plan and implement training programs for IFC Delegates and Alternate Delegates.
- D. Assist the Vice President of Standards in managing risk management concerns.
- E. Responsible for coordinating, compiling, and submitting materials for OFSL, regional, and national IFC awards.
- F. Organize regular meetings of member fraternity housing managers.
- G. Organize regular meetings of member fraternity risk reduction/management chairs.
- H. Meet regularly with the IFC Advisor.
- I. Attend all IFC General Body and Executive Board meetings.
- J. Other duties as assigned.

Section III. The duties and responsibilities of the Vice President of Standards are as follows:

- A. Serve as the chair of the IFC Judicial Board
- B. Serve as the non-voting Chief Justice of Judicial Board hearings
- C. Investigate and refer to the IFC Judicial Board alleged violations of IFC policy, including but not limited to:
  - a. The IFC Constitution and Bylaws, Code of Conduct, and other policies.
  - b. The rules and regulations of the Student Code of Conduct, KSU, and OFSL.
  - c. The general values-based conduct of fraternity men.
  - d. Federal, state, and local laws.
- D. Ensure proper filing and preparation for all judicial actions.

- E. Ensure compliance with all IFC judicial action imposed upon a member fraternity.
- F. Plan and implement training programs for Judicial Board Justices and the Executive Board.
- G. Review all IFC governance documents each semester and propose amendments if necessary.
- H. Meet regularly with the IFC Advisor.
- I. Attend all IFC General Body and Executive Board meetings.
- J. Other duties as assigned.

Section IV. The duties and responsibilities of the IFC Vice President of Administration are as follows:

- A. Serve as the chief financial officer and custodian of IFC accounts.
- B. Collect all member fraternity dues and other assessments (fines) in a timely and professional manner.
- C. Maintain accurate records throughout the year through invoicing and receipts.
- D. Supervise the annual budgeting process with input from the IFC General Body and Executive Board.
- E. Provide weekly expense reports and budget updates in IFC General Body and Executive Board meetings.
- F. Make timely bank deposits.
- G. Pay and handle all bills of the IFC in conjunction with the IFC Advisor.
- H. Collect and compile officer and chapter reports and provide agendas for IFC General Body and Executive Board meetings.
- I. Keep and distribute meeting minutes from IFC General Body and Executive Board meetings within 48 hours.
- J. Organize regular meetings of member fraternity financial officers.
- K. Meet regularly with the IFC Advisor.
- L. Attend all IFC General Body and Executive Board meetings.
- M. Other duties as assigned.

Section V. The duties and responsibilities of the IFC Vice President of Membership Development are as follows:

- A. Plan and implement a scholarship program for new members.
- B. Plan and implement a scholarship program for active members.
- C. Responsible for providing educational programming including, but not limited to the following:
  - a. Scholarship
  - b. Leadership development
  - c. Chapter development
  - d. Physical health/nutrition
  - e. New member education
  - f. Risk reduction/management
  - g. Professional development/career preparation
- D. Organize regular meetings of member fraternity scholarship/academic chairs.

- E. Organize regular meetings of member fraternity new member education chairs.
- F. Meet regularly with the IFC Advisor.
- G. Attend all IFC General Body and Executive Board meetings.
- H. Other duties as assigned.

Section VI. The duties and responsibilities of the IFC Vice President of Recruitment are as follows:

- A. Plan and implement recruitment events, including but not limited to:
  - a. Formal recruitment, PNM registration, Bid Day activities
  - b. First-year/transfer student orientation events
  - c. Welcome Week events
  - d. Information sessions throughout the academic year
- B. Assist in the development and distribution of promotional materials to all incoming students and unaffiliated students.
- C. Utilize technology and social media in recruitment and marketing efforts.
- D. Plan and implement recruitment training workshops and programs for member fraternities.
- E. Organize regular meetings of member fraternity recruitment chairs.
- F. Collect and report recruitment and new member retention statistics.
- G. Meet regularly with the IFC Advisor.
- H. Attend all IFC General Body and Executive Board meetings.
- I. Other duties as assigned.

Section VII. The duties and responsibilities of the IFC Vice President of Programming are as follows:

- A. Plan and implement fraternity-wide events, including but not limited to:
  - a. New member and IFC service projects
  - b. IFC philanthropy event each semester
  - c. Social events to foster community
- B. Responsible for coordinating IFC involvement with community, university, and student organizations, including but not limited to:
  - a. Welcome Week
  - b. Homecoming
  - c. NPHC Week
  - d. Relay for Life
  - e. Dance Marathon
  - f. KSU Day of Service
- C. Coordinate the IFC Intramural Cup program.
- D. Serve as the IFC Executive Board liaison to the Greek Programming Board.
- E. Collaborate with the Panhellenic Council, National Pan-Hellenic Council, and the Multicultural Greek Council on cross-council programming initiatives.
- F. Organize regular meetings of member fraternity philanthropy/service chairs.
- G. Meet regularly with the IFC Advisor.
- H. Attend all IFC General Body and Executive Board meetings.

I. Other duties as assigned.

Section VIII. The duties and responsibilities of the IFC Vice President of Public Relations are as follows:

- A. Develop and execute a public relations and social media strategy.
- B. Responsible for monitoring and maintaining an IFC and Greek-Wide calendar of events.
- C. Responsible for the development of various IFC publications, press releases, and outreach programs.
- D. Responsible for the development and distribution of promotional materials to all incoming students and unaffiliated students about IFC.
- E. Responsible for maintaining relations with parents, alumni, and external stakeholders.
- F. Assist member fraternities with the public relations and fundraising initiatives.
- G. Maintain the IFC website.
- H. Organize regular meetings of member fraternity public relations chairs.
- I. Organize regular meetings of member fraternity alumni relations chairs.
- J. Aid Executive Board officers in the marketing and promotion of their events and programming.
- K. Meet regularly with the IFC Advisor.
- L. Attend all IFC General Body and Executive Board meetings.
- M. Other duties as assigned.