

Interfraternity Council Office Duties 2007

PRESIDENT

- Oversee management of the entire council
- Run executive council meetings and full council meetings
- Work with Student Activities Office staff to ensure the progress of the Greek community
- Represent Interfraternity Council as needed
- Organize and run Presidents Council meetings. In those meetings, the President votes to break a tie and can overturn any vote of the Presidents Council
- Ten office hours per week

VICE PRESIDENT OF COMMUNICATIONS

- Manage the Director of Public Relations and Director of Web Development (Communications Team)
- Produce publications as necessary (i.e., Greek Hoosier Times and Greek Directory)
- Assume the role of President in the event that he cannot serve
- Represent Interfraternity Council when the President can not be somewhere
- Maintain IFC calendar with all events
- Attend all executive council, full council, and Presidents Council meetings
- Five to ten office hours per week

Director of Public Relations

- Promote the Greek community by working with the news media through press releases, interviews, etc.
- Work with IFC chapters and their Public Relations chairs to promote a good public image for the community
- Assist the VP of Communications as necessary
- Two to three office hours per week

Director of Web Development

- Maintain and update the IFC and "Go Greek" website continuously
- Maintain list serves for the Executive Council, entire IFC council, and Presidents
- Two to three office hours per week

VICE PRESIDENT OF RISK MANAGEMENT

- Oversee, implement, and modify (as necessary) the Social Responsibility Policy
- Organize and monitor the Social Responsibility Committee
- Create educational programs dealing with risk management and the Social Responsibility Policy
- Attend all executive council, full council, and Presidents Council meetings
- Five to ten office hours per week

VICE PRESIDENT OF MEMBERSHIP DEVELOPMENT

- Manage the Director of Academics, Director of New Member Development, and the Director of Greek Awards (Membership Development Team)
- Work with the Panhellenic Association and Student Activities Office to create educational programming that advances the Greek community
- Attend all executive council, full council, and Presidents Council meetings
- Five to ten office hours per week

Director of Academics

- Work with VP of Membership Development and chapter academic chairs to promote strong academic programs
- Put of Month of the Scholar
- Create and maintain a relationship with the Career Development Center
- Assist the VP of Membership Development as necessary
- Three office hours per week

Director of New Member Development

- Run Junior Greek Council
- Work with VP of Membership Development to create educational programs that work with new members
- Three office hours per week

Director of Greek Awards

- Work with Panhellenic Association to organize and put on Greek Awards
- Assist the VP of Community Programs as necessary
- Three office hours per week

VICE PRESIDENT OF COMMUNITY PROGRAMS

- Supervise the Director of Greek Week and the Director of Community Service (Community Programs Team)
- Work with chapters and philanthropy chairs to put on or improve philanthropic events
- Organize other community programs as necessary
- Attend all executive council, full council, and Presidents Council meetings
- Organize Council ceremonies
- Five to ten office hours per week

Director of Greek Week

- Work with Panhellenic Association to organize and put on Greek Week
- Assist the VP of Community Programs as necessary
- Three office hours per week

Director of Community Service

- Work with the Panhellenic Association to organize and direct the planning of the Habitat for Humanity initiatives
- Assist the VP of Community Programs as necessary
- Three office hours per week

VICE PRESIDENT OF RECRUITMENT

- Organize and put on Men's Formal Recruitment for the Fall and Spring semesters
- Work with the Student Activities Office to assist chapters who are struggling with recruitment
- Continuously produce lists of all potential new members for chapters who wish to participate in open recruitment
- Monitor the operations of the recruitment team at all times
- Train directors for their specific positions and work towards forming a functioning cohesive team
- Must plan on remaining on campus during the summer through a competitively paid internship and direct summer orientation activities
- Attend all executive council, full council, and Presidents Council meetings
- Five to ten office hours per week (please plan for extra time during the weeks leading up to Men's Formal Recruitment)

Director of Recruitment Records

- Maintain and continuously update all recruitment records
- Maintain the gogreek website and monitor registration for year round recruitment
- Assist the VP of Recruitment as necessary
- Three office hours per week (please plan for extra time during the weeks leading up to Men's Formal Recruitment)

Director of Recruitment Counselors

- Select and manage all recruitment counselors (around 75)
- Assist the VP of Recruitment as necessary
- Three office hours per week (please plan for extra time during the weeks leading up to Men's Formal Recruitment)

Director of Recruitment Events

- Schedule and organize all recruitment events
- Assist the VP of Recruitment as necessary
- Three office hours per week (please plan for extra time during the weeks leading up to Men's Formal Recruitment)

Director of Recruitment Publicity

- Promote formal recruitment through publications and advertising
- Secure sponsors for both Fall and Spring Formal Recruitment
- Assist the VP of Recruitment as necessary
- Three office hours per week (please plan for extra time during the weeks leading up to Men's Formal Recruitment)

VICE PRESIDENT OF FINANCE

- Create and maintain active council budget
- Manage checkbook
- Collect dues and fines from chapters
- Attend all executive council, full council, and Presidents Council meetings
- Three to five office hours per week