



ETSU STUDENT ORGANIZATION INTERFRATERNITY COUNCIL

The Duties of President:

- Serve as the chief officer of the Interfraternity Council;
- Guide the Council and its chapters by enforcing the Constitution and by-laws of the Interfraternity Council;
- Serve on the Interfraternity Judicial Board Referral Committee;
- Appoint fraternity members to the Interfraternity Judicial Board and its alternates, based upon the guidance of the Judicial By-laws;
- Represent the Interfraternity Council to the University and the surrounding communities;
- Preside over all Executive meetings and general body meetings;
- Serve on University Committees of which he may be appointed to;
- Recommend and execute the removal of any officer for the failure to complete his defined responsibilities;
- **President must be readily available over the summer in order to complete duties in preparation of the upcoming semester;**

The Duties of the Executive Vice-President:

- Assist the Council President in any manner which is deemed appropriate;
- Appoint the directors for all Interfraternity Cabinet Committees;
- Supervise the functioning and proceedings of all committees under his responsibility while holding at least two cabinet meetings per month, alternating with legislative meetings;
- Appoint a summer substitute if the member is unable to fulfil his required office hours;
- Assume the position of Interfraternity Council President in the event the President resigns, or is relieved due to the inability to complete his responsibilities. The Vice-President will remain as president until the Interfraternity Executive Council appoints another fraternity member into the position of Vice-President of Health and Safety, and is approved in the next legislative hearing. Once this is done, then the current Vice-President of Risk Management will step into the new role of Interfraternity Council President. Resulting in the Vice-President reassuming his original title;
- Serve on the Interfraternity Council's Judicial Board Referral Committee.
- **Be readily available over summer to assist in preparations.**

The Duties of Vice President of Programming:

- Take position of leader, organizer, and claim responsible for all Philanthropy challenges and events;
- Coordinate with VP of Community Service to plan and complete any community service projects.
- Reserve meeting space for the Interfraternity Council's Executive and Council meetings.

- Work with the VP of Risk Management to put together any educational events for our Greek community as well as ETSU.
- Continuously search for new partners and sponsors for Interfraternity Council events.
 - Will work with chapters to assist in planning, execution and evaluation of all chapter events.

The Duties of the Vice-President of Risk Management.

- Assist the president as deemed fit;
- Assume the position of Interfraternity Council President in the event the President resigns or is relieved of office. In this case this officer would remain in his office of Risk Management until a new officer is appointed into his position;
- Educate the Active Member Chapters on the policies of Interfraternity Council, the National Pan-Hellenic Council (NPHC) and the policies of the University;
- Ensure all Member Chapters are following these policies;
- Be a resource to fraternities in ways to reduce their overall liability;
- Coordinate the registration and checking process of all fraternity parties and events,
- Educate the chapters on the Fraternity Executives Association's Fraternal Information Programming Group (FIPG) Risk Management Policy. Provide handbooks to ensure all relevant risk management guidelines are followed.
- Hold an educational program for all chapter Risk Management/ Health and Safety Chairmen at least once a semester;
 - Compile a guideline/ informational packet concerning the necessary procedures to follow in the event of a serious incident involving a fraternity.

The Duties of the Vice President of Recruitment:

- Assist the President when deemed appropriate;
- Plan, organize, and supervise the membership recruitment program of the Interfraternity Council on behalf of all East Tennessee State University Fraternities;
- Organize and distribute a recruitment publication for fall and spring rush sessions each year;
- Develop and adapt rush guidelines for chapters to follow;
- Must be in or near campus over the summer;

The Duties of the Vice President of Finance:

- Assist the President when deemed appropriate;
- Serve as administrator of all Interfraternity Records, not specific to the responsibility of other officers;
- Serve as the Manager of the IFC Office;
- He, or his designee, will record and maintain the minutes of all meetings of the Interfraternity Council, Judicial Board, and Interfraternity Legislative meetings;
- Prepare an agenda in advance of regular Interfraternity meetings;
- Serve as the administrator of all Interfraternity funds including receipt, disbursement, and record keeping thereof;
- Prepare a financial report for fall and spring semesters of each academic year;

- Prepare a written budget for the executive officers and present it for approval to the Interfraternity Legislative Branch by the fourth week of the semester.

The Duties of the Vice President of Public Relations:

- Be responsible for Public Relations of the Interfraternity Council and all projects it completes.
- Educate Interfraternity Council member fraternity leaders regarding marketing strategies and initiatives.
- Be responsible for overseeing all projects relating to potential new member marketing.
- Be responsible for keeping all Interfraternity Council social media up to date.
- Be responsible for finding and partnering with sponsors.
- Assist member fraternities with marketing their events as needed.
- Be responsible for tracking and monitoring the effectiveness of all Interfraternity Council public relations platforms.
- Be responsible for keeping meeting minutes and distributing them to the council as well as chapter presidents.
- Be responsible for taking pictures of any Interfraternity Council events for personal records as well as social media.

The Duties of the Vice President of Community Service

- Be responsible for designing, implementing, and evaluating new activities and initiatives for the Interfraternity Council in the area of community service.
- Be responsible for upholding the community service event approval process.
- Be responsible for developing and maintaining a system to track volunteer hours for the Interfraternity Council.
- Responsible for communications with affiliated honor societies.

The Duties of the Vice President of Housing

- Be responsible to conduct fraternity house walkthroughs to ensure that the houses are correctly maintained, drug and alcohol free (alcohol is situational), undamaged, and are being used for the correct reasons.
- Be responsible to report any and all damage to on campus fraternity housing to the executive council for further review and in some circumstances passing down sanctions to the party responsible.
- Be responsible for providing education to chapters on university rules and regulations for housing, Interfraternity Council rules and regulations for housing, and what events can and cannot be conducted in fraternity housing.
- Be responsible for monitoring and assuring that any event that is taking place in a fraternity house is being conducted in a correct and safe manner.

The Duties of the Vice President of Alumni Relations:

- Be responsible for providing each chapter's alumni board with a monthly newsletter detailing the accomplishments, Judiciary sanctions, changes to the bylaws and constitution, recruitment information, and upcoming events.

- Be responsible for hearing and reporting any alumni complaints or concerns regarding our chapters or Executive Council.
- Be responsible for creating and maintain an open line of communication with all chapter's alumni boards for any assistance they would like to provide to our chapters or council.

The Duties of the Vice President of Brotherhood:

- Be responsible for creating and coordinating brotherhood events in which out fraternity men can meet and bond in a safe and healthy manner.
- Be responsible for working with the Executive VP to resolve issues between individual chapter members or between chapters as a whole.
- Be responsible for coordinating events for chapters who may not get along in order to create a sense of brother and friendship between rival fraternities.

The Duties of the Vice President of CAP:

- Be responsible for coordinating with the Director of Fraternity and Sorority life and the Fraternity and Sorority Life Graduate Assistant to have information on what chapters may need to complete and submit.
- Be responsible for assisting chapter presidents in completing and submitting required Chapter Assessment Program forms on time and in the correct manner.
- Be responsible for reminding chapters of due dates as well as reminding chapters to submit situational forms (new member ceremonies, initiations, Buc-Hub registration) on time and in the correct manner.

The Duties of the Vice President of Risk Management:

- Be responsible for the preparation of an annual report summarizing the accomplishments, activities, and progress of the Executive Council Officers as well as each chapter.
- Be responsible for developing and implementing continuing member education and compiling best practices from all member fraternities.
- Be responsible for coordinating all educational, training, and programming sessions involving risk prevention, including, but not limited to, events, hazing, sexual misconduct, and mental health.
- Be responsible for promoting alcohol-free alternative programming for the Interfraternity Council through collaborations with other East Tennessee State University offices and organizations.

The Duties of the Vice President of Leadership Development:

- Be responsible for officer accountability and assisting officers with their goals.
- Be responsible for collecting and evaluating senior member programming and member fraternities' policies concerning senior members and developing and implementing strategies to increase senior member retention rates.
- Assist Executive Council Officers on the development and implementation of new Interfraternity Council initiatives.
- Be responsible for providing counsel to member fraternities concerning risk prevention issues.

- Be responsible for collecting chapter sober monitor information before each event.
- Be responsible for conducting and collecting evaluations of all Chapter events, programming, roundtables, etc.

Important notes:

- No officer of the Interfraternity Council shall hold concurrently the office of President, Vice President, Vice President of Risk Management, Vice President of Recruitment, or Vice President of Administration of his fraternity.
- In the event that the President, Vice President, Vice President of Risk Management, Vice President of Recruitment, or Vice President of Administration is unable to fulfill their duty, then a new election will be held.