

IFC Executive Board Position Descriptions

***Disclaimer: While the official position descriptions are listed in the IFC Constitution, current officers wanted to provide a list of their operational duties that do not necessarily match what is in the constitution but are required to be successful in the position. We also acknowledge that this is not an exhaustive list as there may be items that are added/removed as policies and procedures change. ***

President:

Prerequisite Requirement: Must have previously served as an IFC Chapter President or served on the IFC Executive Board

- Serve as chairman of the Interfraternity Council
- Preside over all regular meetings and additional meetings as necessary
- Call and attend regular IFC meetings as well as IFC Executive Board meetings
- Maintain a throughout knowledge of the IFC Constitution and By-Laws as well as Roberts Rules of Order to maintain that all meetings and decisions are carried out properly and effectively
- Notify the Vice President of Public Relations of all IFC meetings so that he can notify chapters of upcoming meetings that require their attendance
- Encourage the promotion of a positive image for the IFC throughout the Clemson University and Clemson City communities
- Represent the Interfraternity Council in all committees designated by the University and to other special agencies and meetings of which the Interfraternity Council is a part
- Maintain the transparency of IFC operations through consistent communication with the IFC, peer councils, and the Office of Fraternity and Sorority Life
- Maintain relations and communication between the Office of Fraternity and Sorority Life as well as the IFC peer councils (CPC, MGC, NPHC)
- Continue to improve cross council collaborations with peer councils
- Encourage and support positive relationships throughout the IFC
- Serve as the general supervisory officer and see that all Interfraternity Council projects and activities are efficiently carried out
- Serve as the liaison between the Office of Fraternity and Sorority Life and the IFC Chapter Presidents
- Attend community meetings as designated by the Office of Fraternity and Sorority Life, including the bi-monthly Clemson Community Coalition
- Attend weekly Council Presidents meeting hosted by the Office of Fraternity and Sorority Life
- Attend monthly Chapter Presidents meeting
- Attend regular one on one meetings with IFC Advisor(s) as necessary
- Attend all IFC related conferences, leadership development opportunities, and Office of Fraternity and Sorority life trainings
- Perform all other duties pertaining to this office
- Maintain the dignity of the position

Executive Vice President:

- Fulfill the duties of the President in his absence
- Perform any other executive functions, which may be delegated to him by the President
- Directly responsible for the organization, selection, and activities of the Honor Court
- Serve as the IFC representative and liaison for the Office of Community and Ethical Standards when necessary
- Serve as a liaison for community and campus collaborations
- Attend Clemson Community Coalition
- Serve as chairman of the Honor Court and Appeals Courts

- Oversee the implementation and tracking of all IFC policies including but not limited to social and risk management policies – delegating tasks to the appropriate officer as necessary
- Serve as chairman and oversee the selection process of the Expansion Committee as necessary
- Keep and annually update the IFC Constitution and Bylaws
- Attend one on one meetings with IFC Advisor(s) as necessary
- Attend all President's and Executive Board meetings
- Attend all IFC related conferences, leadership development opportunities, and Office of Fraternity and Sorority life trainings
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Vice President of Recruitment:

- Coordinate all aspects of IFC Recruitment. This includes dates, room reservations, contracts, formal plan, and all other logistical aspects of recruitment. This refers to both Fall and Spring Recruitment.
- Develop a recruitment process that is equitable for all potential new members to the best extent possible
- Assist in the planning and facilitation of all mandatory Pre-Rush Education for potential new members for both Fall and Spring Recruitment
- In conjunction with the FSL Office and IFC Executive Board, create the Rush Policies for each Formal Rush and present the rules to the IFC to be voted on. These rules should always be completed by the end of the previous semester
- Ensure that all recruitment policies are followed and assist IFC Honor Court in the investigation of any violations
- Serve as primary point of contact for potential new members in regard to recruitment information and events
- Serve as the liaison between chapters and potential new members during recruitment
- Serve as the liaison between FSL Office and chapters during recruitment
- Responsible for relaying all recruitment information to the IFC, Executive Board, and chapter recruitment chairs
- Work with IFC Advisor(s) and IFC Vice President of Finance to determine the IFC Recruitment registration fee
- Facilitate the Open Rush process for chapters and potential new members. This includes communicating information on Open Rush, which chapters are planning to participate in Open Rush, and how potential new members can express interest in the process
- Assist IFC Advisor(s) with the management of CampusDirector and ensure that each chapter is informed on how to utilize the program during Recruitment. This includes setting up the application, informing chapters of eligibility, and communicating with potential new members.
- Serve as the Chair of the IFC Rush committee and serve on the selection panel for the committee
- Serve as the Vice President of the expansion committee
- Be available and responsive to the IFC Advisor(s), Rush Committee, and potential new members during both summer and winter breaks concerning the upcoming recruitment
- Attend one on one meetings with IFC Advisor(s) as necessary
- Attend all President's and Executive Board meetings
- Attend all IFC related conferences, leadership development opportunities, and Office of Fraternity and Sorority life trainings
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Vice President of Finance:

- Be responsible for the general supervision of the finances of the Clemson University IFC
- Be responsible for the IFC operating budget, IFC Recruitment budget, and be listed as authorized signer on all accounts
- Be responsible for the preparation of the semester/bi-annual budget. Following its approval by the IFC, responsible for providing a copy of it to each member of the Clemson University IFC
- Be responsible for maintenance of IFC books via QuickBooks software
- Receive all payments due to the Clemson IFC, including but not limited to dues, payments related to recruitment, speaker fees and fines distributed by the IFC or its designee
- Be responsible for the timely and orderly transition of all account privileges, records, and supplies to the successor of his office
- Be responsible for the prompt payment of all bills and invoices related to IFC
- Determine recruitment registration fee with Vice President of Recruitment and Fraternity and Sorority Life staff
- Maintain up-to-date financial records; give a financial report monthly, give projected budget to IFC at beginning of each semester, have financial reports available upon request
- Provide appropriate information and completed annual report to IFC Advisor and outgoing IFC President to perform annual audit of the IFC's financial records
- Meet with FSL Office's admin coordinator to set up allocation of CUSG and FSL fee funding each semester/year
- File IFC's tax returns each year and ensure IFC stays in compliance with all federal, state, local, and university financial regulations
- Attend one on one meetings with IFC Advisor(s) as necessary
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Vice President of Risk Management:

- In collaboration with Council Advisor(s) and IFC Executive Board, annually review the IFC social and risk management policies and present any potential changes to the IFC
- Ensure that all chapters are informed of the risk management and social guidelines. This will come in the form of a review of these policies prior to the first social event being hosted
- Serve as a resource to colony/chapter officers in the areas of social policy and risk management implementation
- Provide assistance to the Executive Vice President for the tracking of risk management practices at all social events (event registration, guest list, attendance list, etc.)
- Facilitate the distribution of wristbands and scanners for all registered social events
- Research and develop more efficient processes to promote and facilitate effect risk management practices. This includes working with the IFC Executive Council to interpret and solve issues related to risk management and chapter safety
- Keep up with practices of peer institutions to ensure IFC risk management policies are keeping up with national trends and practices
- Maintain an inventory of third party security companies that can be recommended to chapters hosting social events
- Collaborate with the FSL office to plan and host at least one (1) program per semester pertaining to risk management
- Attend one on one meetings with IFC Advisor(s) as necessary
- Attend all President's and Executive Board meetings

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Vice President of Academics and Programming:

- Ensure that Fraternity chapter's grades and their rosters are kept up to date
- Organize the Post-Rush new member speaker events after Formal Recruitment each semester
- Collaborate with each IFC Executive Officer to develop programming for their respective position
- Host at least one program for IFC per month
- Develop an educational component for IFC general meetings to be presented during the Officer Report
- Educate chapters on and enforce the IFC Academic standards
- Host training for newly elected academic chairs
- Develop partnerships using campus resources to increase academic support offered by the IFC
- Develop and maintain incentive programs to encourage academic achievement amongst IFC Chapters including but not limited to awards for highest chapter GPA, most improved GPA, etc.
- Work with the Office of Fraternity and Sorority Life to develop both small and large scale programming for the IFC in areas to include diversity and inclusion, risk management, health and wellness
- Encourage and promote chapter participation in the Clemson Greek Experience member development program facilitated by the Office of Fraternity and Sorority Life
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Vice President of Public Relations:

- Inform the community of all IFC events
- Encourage the promotion of a positive image for both the IFC and FSL community – highlight and advertising positive news and events that members of the community are doing
- Assist the Vice President of Rush in creating publications and publicizing IFC Formal Recruitment
- Create and collaborate on making materials and promotional items
- Assist chapter Public Relation chairs on PR trainings and opportunities
- Be responsible for the IFC portion of the FSL Newsletter
- Update and maintain the IFC website
- Accurately record and report the minutes of all Interfraternity Council meetings and Executive Committee meetings
- Keep an accurate and complete roll of all member fraternities.
- Check attendance and enforce all attendance policies at all meetings of the Interfraternity Council
- Notify all members of the Interfraternity Council of all meetings
- Update and maintain the IFC social media accounts

- Publish weekly updates of on-campus events on the IFC social media (more frequently around major events)
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