Duties of the IFC Executive Officers

President
- Conduct the meetings of the IFC and the Executive Committee.
- Call special meetings of the IFC and Executive Committee.
- Initiate such projects and programs, as he shall deem necessary for the welfare of the organization.
- Represent the IFC in all dealings with the Associated Student Government, Texas State University Administration, and agencies outside the University.
- To appoint all committee chairmen with the approval of the legislative body.
- President shall reside in the San Marcos area during the summer and maintain office hours to ensure adequate preparation for recruitment and other business being conducted on behalf of the council. In doing so he will receive a $1500 stipend/scholarship to be paid on or about July 1 and Sept 1 in $750 increments.

Executive Vice President
- Have a working knowledge of the duties and responsibilities of the office of the President and assume the responsibilities of the President in his absence.
- Fulfill such other obligations or responsibilities as shall be assigned to him by the President.
- Serve as Parliamentarian of the Council and Council meetings. (To do so, he must be well versed in Roberts Rules of Order.)
- Supervise all committees of the Council and compel the committee chairmen to meet regularly, set goals for their committees, and make regular reports at IFC meetings.
- Oversee the constant evaluation and updating of the by-laws.
- Responsible for cooperating with other member councils and the Greek Affairs Office to create an All-Greek Calendar.
- Hold roundtable discussions in the areas of New Member Education and Greek Calendar.
- Oversee the scheduling of programs such as guest speakers for the IFC or campus community sponsored by the IFC.
- Oversee the Epsilon Sigma program along with other officers of the Greek community and the Greek Affairs Office.
Vice President of Judicial Affairs
- Enforce all tenants of the IFC Constitution and Bylaws, UPPS and SAPPS.
- Oversee the activity of the Judicial Board, serving as Chair.
- Fulfill all other such duties as outlined in the Judicial Board By-laws.
- Oversee the registration of all member fraternity social events.
- Conduct risk management and social round tables.
- Maintain knowledge of risk management policies and procedures.

Vice President of Recruitment and Vice President of Recruitment Elect
- Plan, coordinate and direct all recruitment activities of the IFC.
- Assist the VP Operations with the creation of the recruitment portion of the annual budget.
- Conduct recruitment chair round tables with students, advisors and administrators no less than twice a semester.
- Assist with revision of the recruitment bylaws.
- Answer all correspondence concerning questions about recruitment.
- Coordinate all promotional activities and materials concerning recruitment.
- The VP Recruitment shall reside in the San Marcos area during the summer and maintain officer hours to ensure adequate preparation for recruitment. In doing so he will receive a $1000 stipend/scholarship to be paid on or about July 1 and Sept 1 in $500 increments.
- Vice President of Recruitment Elect shall step into office as Vice President of Recruitment upon recommendation of the council.

Vice President of Operations
- Supervise the finances of the IFC.
- Responsible for the prompt payment of all bills.
- Collect and account for all dues, bills, fees, and other monies of the organization.
- Report at each meeting the financial status of the IFC.
- Submit a yearly budget of all IFC Financial concerns by the second meeting of the spring semester to the legislative body for a necessary 3/4-majority vote of approval.
- Record accurately the minutes of IFC meetings, executive council meetings, and any special or called meetings.
- Duplicate the minutes of meetings and distribute copies to IFC representatives, executive board members, IFC Advisor, Coordinator of Greek Affairs, and Assistant Dean of Students.
- Maintain and update all IFC contact lists

Vice President of Public Relations
- Post all agendas, minutes and other appropriate material on the IFC website in conjunction with the Dean of Students Office – Greek Affairs.
- Draft and execute any correspondence assigned by the President or by the executive committee.
- Create and distribute press releases involving the IFC activities or any member chapter.
- Assist in the creation and dissemination of the marketing materials for the IFC.
- Assist with the creation and dissemination of an on-line and or printed newsletter a minimum of once a semester.
- Review and communicate needed updates or changes to member chapters’ websites that have links or associate with the IFC no less than once a semester.
• Maintain an event calendar pertaining to the entire Greek community which will be posted on the IFC website.

**Vice President of Scholarship**
• Responsible for holding at least two roundtable discussions each semester on scholarship related topics.
• Responsible for creating a scholarship guide to be used by member chapters in aiding academic success.
• Responsible for working with the Greek Affairs staff to create, train, and oversee the academic programs for each respective member fraternity.
• Responsible for a Faculty/Staff member of the month recognition program.
• Meet with selected faculty and staff once a semester in coordination with the Greek Affairs Office to discuss and address academic issues.

**Vice President of Service**
• Responsible for holding at least two roundtable discussions each semester on service related topics.
• Create and/or host at least one all IFC service activity per semester.
• Plan and execute the IFC annual can food drive week.
• Responsible for seeking out and creating an on-going relationship for the IFC and a community service organization.
• Serve as a direct liaison to campus events such as Bobcat Build and other service related events.