

IFC PRESIDENT

RESPONSIBILITIES:

The IFC President will preside over IFC. He has the power to call special meetings. The President is responsible for communication between IFC, The Office of Student Life, The University of Wyoming Faculty, Staff and Administration, and the Board of Trustees.

DUTIES:

1. Attend all IFC and Executive Meetings, and Retreats
2. Chair the IFC Executive Committee (which includes the IFC Vice President, IFC Recruitment Chair, IFC Public Relations Chair, and IFC Judicial Chair). The IFC Executive Committee has the authority to make decisions for the entire IFC Council.
3. Serve on the IFC Recruitment Judicial Council (which includes that IFC Vice President, IFC Recruitment Chair, IFC Recruitment Chair-Elect, and the IFC Judicial Chair)
4. Attend weekly meetings with the IFC Advisor
5. Organize and host a once a semester meeting with the UW Senior Administration
6. Attend any University meetings on behalf of IFC, as needed by the IFC Advisor
7. Organize and coordinate a Spring Leadership Retreat for all members of IFC
8. Serve as the primary spokesperson and representative for IFC

IFC VICE PRESIDENT

RESPONSIBILITIES:

The IFC Vice President will run the IFC meetings by Roberts Rules of Order, or by his discretion. He will assist the President in daily business and appoint committees as required. The IFC Vice President is responsible for coordinating the activities of all IFC Executive members, excluding the IFC President.

DUTIES:

1. Coordinate and lead all IFC and Executive meetings
2. Organize and distribute all IFC meeting agendas 2 days prior to each meeting
3. Serve as a member of the IFC Executive Committee (which includes the IFC President, IFC Recruitment Chair, IFC Public Relations Chair, and IFC Judicial Chair)
4. Serve on the IFC Recruitment Judicial Council (which includes the IFC President, IFC Recruitment Chair, IFC Recruitment Chair-Elect, and the IFC Judicial Chair)
5. Attend weekly meetings with the IFC Advisor
6. Attend a once a semester meeting with the UW Senior Administration, organized and hosted by the IFC President
7. Attend any University meetings on behalf of the IFC President and IFC Advisor, as needed
8. Organize and coordinate a Leadership Retreat for all IFC Executives at the beginning of their terms
9. Serve as the primary spokesperson and representative for IFC in the absence of the IFC President
10. Coordinate and oversee the activities of all IFC Executives

11. Develop and submit, in conjunction with the ASUW Liaison, the annual IFC budget request from ASUW

IFC SECRETARY

RESPONSIBILITIES:

The IFC Secretary will be responsible for a written record of each meeting, keeping a record of meeting attendance, distribution of agendas and meeting minutes to each chapter, and for all written IFC correspondence.

DUTIES:

1. Attend all IFC and Executive meetings, and IFC Retreats
2. Organize and distribute all IFC meeting agendas, in coordination with the IFC Vice President, 2 days prior to each meeting
3. Transcribe all IFC minutes and keep a record of chapter attendance at all IFC meetings.
4. Coordinate and manage the IFC website
5. Attend a once a semester meeting with the UW Senior Administration, organized by the IFC President
6. Attend any University meetings on behalf of the IFC President and IFC Advisor, as needed

IFC TREASURER

RESPONSIBILITIES:

The IFC Treasurer will be responsible for all finance, setting and collection of dues, the disposal of funds and a complete record of all such transactions. The Treasurer shall also prepare and present an annual budget to IFC for the Council's approval.

DUTIES:

1. Attend all IFC and Executive meetings, and IFC Retreats
2. Develop, manage and oversee an IFC budget for both the Spring and Fall semester, which will be approved by the entire IFC Council
3. Work in conjunction with the IFC President and IFC Advisor on managing and overseeing all recruitment expenses
4. Work in conjunction with the IFC Recruitment Chair to develop an annual Recruitment budget to be presented for approval to the entire IFC Council
5. Attend a once a semester meeting with the UW Senior Administration, organized by the IFC President
6. Attend any University meetings on behalf of the IFC President and IFC Advisor, as needed
7. In the beginning of the Spring Semester, present a proposal to the IFC Council to approve the amount of dues to be collected each semester
8. Collect all relevant dues each semester, and make recommendations to the IFC Executive Committee about any chapter that is currently not up to date in paying their dues

IFC RECRUITMENT CHAIR

RESPONSIBILITIES:

He is directly responsible for coordinating and facilitating campus and statewide recruitment activities for IFC. He functions as chairperson of the Recruitment Committee, plans and evaluates the recruitment program with the committee members and reports the progress of the committee to IFC. He works closely with the Office of Student Life in all phases of recruitment activities, and will be required to reside in Laramie and work as the IFC recruitment intern in the Office of Student Life throughout the summer before fall recruitment.

DUTIES:

1. Attend all IFC and Executive Meetings, and IFC Retreats
2. Serve on the IFC Executive Committee (which includes the IFC President, IFC Vice President, IFC Public Relations Chair, and IFC Judicial Chair)
3. Serve on the IFC Recruitment Judicial Council (which includes that IFC President, IFC Vice President, IFC Recruitment Chair-Elect, and the IFC Judicial Chair)
4. Attend monthly meetings with the IFC Advisor
5. Develop, manage and coordinate all aspects of the IFC year-long recruitment process
6. Work as a summer intern in the Office of Student Life during June, July, and August during their term
7. Sit on any of the various University committees, as required by IFC and the IFC Advisor.
8. Serve as the primary IFC Representative to the University throughout the summer.
9. Attend any University meetings on behalf of the IFC President and IFC Advisor, as needed
10. Develop and update, in conjunction with the IFC Judicial Chair, the IFC Recruitment Code

IFC PUBLIC RELATIONS CHAIR

RESPONSIBILITIES:

He serves as chairperson of the Public Relations Committee that plans Greek events to promote the Greek image on campus. He is also responsible for coordinating Greek Week with his Panhellenic counterpart.

DUTIES:

1. Attend all IFC and Executive Meetings, and IFC Retreats
2. Serve on the IFC Executive Committee (which includes the IFC President, IFC Vice President, IFC Recruitment Chair, and IFC Judicial Chair)
3. Attend monthly meetings with the IFC Advisor
4. Develop, manage and coordinate all aspects of IFC public relations functions
5. Coordinate all press releases on behalf of IFC. A minimum of one press releases should be developed every week.
6. Organize and coordinate all aspects of Greek Week in conjunction with the Panhellenic Greek Week delegate.
7. Organize and coordinate a once a semester Greek Letter Day for all chapters

8. Work in conjunction with the IFC Recruitment Chair in preparation of both Formal and Informal Recruitment
9. Organize and coordinate all IFC Halloween service projects
10. Organize and coordinate the Fall "All-Greek Sweep," in conjunction with the Panhellenic delegate, prior to Homecoming
11. Attend any University meetings on behalf of the IFC President and IFC Advisor, as needed

IFC SCHOLARSHIP CHAIR

RESPONSIBILITIES:

He is responsible for improving of the fraternity's scholarship programs. He is responsible for providing the scholarship chairs in each chapter with academic information and planning academic programs for presentation in the chapters. He is also responsible for co-chairing the Scholarship Awards Program with this Panhellenic counterpart.

DUTIES:

1. Attend all IFC and Executive meetings, and IFC Retreats
2. Attend monthly meetings with the IFC Advisor
3. Meet with each Chapter's scholarship chair once a semester
4. Organize and develop a scholarship program for any chapter below the All-Men's GPA (Participation in this program for any chapter below the All-Men's GPA will be mandatory).
5. Help to coordinate, along with the IFC Public Relations Chair, the Spring Greek Week Awards
6. Attend any University meetings on behalf of the IFC President and IFC Advisor, as needed

IFC JUDICIAL COUNCIL CHAIR

RESPONSIBILITIES:

He serves as the IFC Executive in charge of all judicial matters. He shall interpret all questions of the IFC Constitution and By-Laws. He chairs the IFC Recruitment Judicial Council, and works in conjunction with the IFC Recruitment Chair to update and review the IFC Recruitment Code. He shall serve as the IFC representative to the Greek Judicial and Standards Council

DUTIES:

1. Attend all IFC and Executive Meetings, and IFC Retreats
2. Chair the IFC Recruitment Judicial Council (which includes the IFC President, IFC Vice President, IFC Recruitment Chair, and IFC Recruitment Chair-Elect).
3. Serves as the Co-Chair (with the Panhellenic Vice President for Judicial) of the Greek Judicial and Standards Council
4. Attend monthly meetings with the IFC Advisor
5. Attend any University meetings on behalf of the IFC President and IFC Advisor, as needed

6. Serves as a member of the IFC Executive Committee
7. In conjunction with the IFC Recruitment Chair, develop and update the annual IFC Recruitment Code

ASUW LIAISON

RESPONSIBILITIES:

Serves as the primary representative of IFC to ASUW. Attends all ASUW Senate meetings and reports on current IFC issues. Develops and submits the annual IFC budget request to ASUW.

DUTIES:

1. Attend all IFC and Executive meetings, and IFC Retreats
2. Attend all ASUW Senate meetings to report on current IFC business
3. Develop and submit, in conjunction with the IFC Vice President, the annual IFC budget request from ASUW.
4. Attend a once a semester meeting with the UW Senior Administration, organized by the IFC President
5. Attend any University meetings on behalf of the IFC President and IFC Advisor, as needed

PANHELLENIC LIAISON

RESPONSIBILITIES:

Serves as the primary representative of IFC to Panhellenic. Attend all Panhellenic Council meetings and report on current IFC issues.

DUTIES:

1. Attend all IFC and Executive meetings, and IFC Retreats
2. Attend all Panhellenic Council meetings to report on current IFC business
3. Attend a once a semester meeting with the UW Senior Administration, organized by the IFC President
4. Attend any University meetings on behalf of the IFC President and IFC Advisor, as needed