

SUNY-Plattsburgh Interfraternity Council Officer Interest Form

Name _____

Organization _____ Year at PSU _____

Phone _____ Email _____

Office(s) Interested In (check all that apply): *Descriptions on back.*

_____ **President**

_____ **Vice President for Standards**

_____ **Vice President for Operations**

_____ **Vice President for Recruitment**

_____ **Vice President for Education**

_____ **Vice President for Campus/Community Relations**

_____ **Vice President for Public Relations**

Fraternity and/or previous Interfraternity Council Position(s) held and description of responsibilities and accomplishments:

Why are you interested in the particular IFC officer positions you have checked? _____

What other skills do you have that will qualify you for these positions? _____

Use additional sheets as necessary. Interest forms are due by 4 p.m. on Friday, October 19. Interviews will be held on Friday, November 2.

Position Descriptions for Interfraternity Council Officers

Revised October 5, 2006

President: Overall responsibility for the operation of the Plattsburgh State Interfraternity Council; shall preside at all regular, executive and special meetings of IFC; official spokesman and representative of IFC on administrative committees and events; appoint offices left vacant; attend Northeast Greek Leadership Association Conference in Spring; review and approve all IFC checks and contracts; see that all provisions of constitution and by-laws are enforced; serve on the College Committee for Group Review as necessary; serve on the Committee on Fraternal Affairs.

Vice President of Standards: Perform the duties of president in his absence; shall coordinate and structure the Interfraternity Council Committees. Serve as the Fraternal Conduct Board chairperson, and serve as Parliamentarian during meeting and coordinate and over see all issues relating to the constitution and bylaws of the Interfraternity Council. Is responsible for establishing roundtable discussions on topics such as risk management and academics. Will abide by the rules and standards of the Fraternal Conduct Board; will also maintain and run the meetings of the Fraternal Conduct Board and will be responsible for the training of those who are interested in becoming part of the Board.

Vice President for Operations: Coordinate and supervise activities of all IFC committees and take minutes at the IFC meetings; be responsible for typing and send out the minutes and agenda to the Director of Fraternity/Sorority Life, the Graduate Assistant of the Fraternity/Sorority Life Office and to each chapter representative; record the proceedings of all meetings of Executive Council; handle all receipts and expenditure of funds; assess and collect all dues and fines; prepare annual budget and monthly report on financial status; develop and implement fund raising programs; attend Northeast Greek Leadership Association Conference in Spring;; maintain a phone and address list of officers, delegates and presidents.

Vice President for Recruitment: To be responsible for all aspects of recruitment for fraternities; responsible for educating member chapters of recruitment techniques through educational programs; responsible for budgeting of IFC Recruitment; responsible for production of recruitment literature; responsible for assisting in development of Fraternity/Sorority 101 presentations during summer orientation; responsible for planning and implementing a recruitment information program at the beginning of each semester; responsible for all aspects of enforcement of alcohol-free recruitment; responsible for assisting Director of Fraternity/ Sorority Life in collecting recruitment statistics; to coordinate with Fall Fiesta each year in conjunction with the Inter-Sorority Association; attend Northeast Greek Leadership Association Conference in Spring.

Vice President for Campus/Community Relations: Responsible for coordinating one service project every two months for all fraternities to participate in together; serve as co-chair of A Week to GIVE Committee each fall with the Inter-Sorority Association; gather positive publicity information to create press releases to be sent to local media; plan and publish an IFC newsletter each month; inform campus and community of Fraternity/Sorority community events and activities; develop and maintain an IFC

webpage; coordinate IFC-sponsored events that promote cooperation among fraternities; attend Northeast Greek Leadership Association Conference in Spring.

Vice President for Education: Responsible for budgeting and maintaining an academic incentive program; responsible for developing programming to assist chapters in improving chapter and individual GPAs, responsible for developing educational programming to encourage positive new member education programs; provide educational programming about the risk management policy and liability issues; assist in the organization of the National Alcohol Screening Program each spring in conjunction with the Department of Student Health & Psychological Services; attend Northeast Greek Leadership Association Conference in Spring.

Vice President of Public Relations: Shall be responsible for all publicity from the Plattsburgh State University Interfraternity Council. Shall work with coordinating officers to promote and publicize through numerous channels events and programs that the Interfraternity Council is sponsoring. Will work through all media channels to promote the positive activities of the Fraternity/Sorority Community. Shall maintain a current and up to date file containing publicity released. Is responsible for working with the Vice President of Campus Community Relations on the IFC website. Is encouraged to select a Public Relations committee from the delegation of the chapters to assist in his duties.