

OFFICER DUTIES

CHAPTER REPRESENTATION AT THE INTERFRATERNITY COUNCIL

- Serve as a representative and voice for the chapter within the Interfraternity Council (IFC), voicing concerns and interests as needed.
- Attend all IFC General/business meetings and/or other campus governing council (ex. All Council meetings, Greek Programming Group, Greek Week Committee, etc.) as needed.
- Provide a report at each IFC meeting of the general activities of the chapter since the previous meeting, as well as highlighting any upcoming events or programs the chapter is hosting that other organizations would be encouraged to support or attend (ex. fundraisers, service events, guest speakers, etc.).
- Inform chapter members of actions, discussions, and workings of the IFC, serving as a liaison for the chapter's vote or opinion (ex. proposed IFC bylaw changes, IFC budget, etc.).
- Be aware of local IFC Constitution & Bylaws, including judicial or accountability policies or additional delegate expectations (ex. serving on a committee).
- Be knowledgeable of [North American Interfraternity Conference Standards](#), [Position Statements](#), and [Alcohol and Drug Guidelines](#).
- Develop rapport and positive working relationships with other fraternity delegates in the spirit of interfraternalism.

GENERAL DUTIES AND RESPONSIBILITIES

- Attend the annual Officer Transition/Executive Board Retreat and Chapter Retreat.
- Work with fellow chapter executive board officers to develop and execute action plans for the chapter.
- Prepare and organize transition materials for your position and save all materials to an online cloud/database prior to transition.