Greek Life Advisor to Fraternity Life

Appointment and Tenure

The Greek Life Adviser to Fraternity Life shall be the designated staff member of the Office of Student Activities and Greek Life, and shall serve until the University has appointed a successor.

Duties

The IFC Advisor shall:

1. Advise the Executive Board on matters of legitimate interest and concern to the IFC.
2. Shall encourage and work towards an effective relationship between the Executive Board, the General Council, and all IFC committees with University Administration and Faculty.
3. With the advice of the President and the Vice Presidents for Standards, initiate and undertake any investigation deemed in the interest of the IFC.
4. Cooperate with the Vice President of Finance & Scholarship in the receipt and disbursement of funds, and in preparation of the annual budget.
5. Be present at all Standards Board hearings or, if unavailable, reserve the right to designate a replacement.
6. Assist the President in the supervision of the operation of the IFC when requested.
7. Be, along with the President, the University representative at all IFC hearings.
8. Work with alumni, advisors, and inter/national headquarters staff as warranted.
9. Shall be responsible for keeping record of the Executive Board’s office hours.
10. Shall be a non-voting member of the Interfraternity Council.
11. Shall be responsible for maintaining accurate and up-to-date rosters of member chapters.

IFC Executive Positions and Duties

President:

1. Shall be the presiding officer at all regular and special meetings of the IFC.
2. Shall call all meetings of the General Council and the Executive Board.
3. Shall have the power to call any non-scheduled mandatory meetings, in the event that he believes a situation warrants such a meeting, within 24-hour notice is provided to all chapters and IFC Officers.
4. Shall serve as an ex-officio member of all IFC committees, with voice but no vote.
5. Shall have the power to veto any and all legislation passed by the Council (A two-thirds vote of the Council is necessary to override a presidential veto).
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6. Shall serve as primary and official representative of the Council on all Council matters and related affairs. Likewise, he shall be responsible for the functional maintenance of positive working relationships with university officials and fellow student organizations.
7. Shall have the power, with the advice of the Executive Board, to appoint and remove all committees and chairmen.
8. Shall vote in the Council or Executive Board meetings only in the case of a tie.
9. Shall contribute a minimum of three (3) office hours per week in the Office of Fraternity & Sorority Life.
10. Shall be responsible and reserve the right to communicate and meet with any chapter officers, chairmen, or members on situations pertinent to IFC affairs.
11. Shall be responsible for the annual Presidential Audit of each member chapter’s operations. A Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis is the suggested method, with an additional section for goals for the year.
12. Shall host the President’s Summit each semester.
13. Introduce himself to each of the fraternities during one of their chapter meetings.

Executive Vice President of Activities:

1. Shall be responsible for the execution of the duties and responsibilities of the President in his absence.
2. Shall preside as the Fraternity President of the Greek Life Campus Council.
3. Shall be responsible for communicating with member chapter’s Vice Presidents, Activities Chairmen, and any other chapter members the Executive Board deems necessary.
4. Shall be responsible for the maintenance and coordination of all IFC permanent committees, communicating regularly with the respective Chairman of each committee.
5. Shall be responsible for contributing two (2) office hours per week in the Office of Fraternity & Sorority Life.
6. Shall perform all duties assigned to him by the President of the IFC.
7. Shall set up, in coordination with the Panhellenic VP of Activities two Greek wide events open to the campus, including but not limited to Greek Week.
8. Shall be responsible for filling in for an absent officer on the IFC executive board.

Vice President of Finance & Scholarship:

1. Shall be responsible for coordinating and financing the IFC budget.
2. Shall be responsible for establishing fair and adequate IFC membership dues
3. Shall be responsible for maintaining an accurate account of all financial records and cash flow.
4. Shall be responsible for contributing two (2) office hour in the Office for Fraternity & Sorority Life for IFC work.
5. Shall be responsible for any assignment given to him by the President.
6. Shall be responsible for communications with Chapter Treasurers regarding finance, Chapter Scholarship Chairmen regarding scholastic achievement, and any other other chapter members the Executive Board deems necessary.
7. Shall be responsible for maintaining and effecting the Finance Policy as outlined in Article IV.
8. Shall be responsible for coordinating the selection and distribution of IFC scholarships.
9. Shall be responsible for distribution of required budget info for scheduling of events and for the approval of large events, in coordination with the Greek Life Advisor to Fraternity Life.
10. Shall be the Adviser to the Order of Omega Executive Board.
11. Shall be responsible for implementing the Scholastic Initiative.

Vice President of Recruitment & New Membership

1. Shall be responsible, in coordination with the Adviser of Fraternity Life, for accurate rosters of new members throughout each semester.
2. Shall be responsible for abiding and enforcing all recruitment policies and ensure all chapters are abiding by said policies according to Article VI and NIC standards.
3. Shall be responsible for advising and maintaining the Jr. IFC in the Spring Semester.
4. Shall be responsible for approval of any and all formal recruitment period fliers and schedules.
5. Shall be responsible for monitoring recruitment.
6. Shall be responsible for contributing two office hour in the Greek Office for IFC work
7. Shall be responsible for any assignment given to him by the President.
8. Shall be responsible for coordinating a new member leadership development program.
9. Shall be responsible for coordinating a formal recruitment period, as well as programs to introduce potential new members to IFC Chapters (i.e. Meet the Greeks).
10. Shall be responsible for monitoring each fraternity’s new member process.
11. Collaborate with the Vice President of Finance & Scholarship on the approval of new member grades and that they meet all requirements.

Vice President of Campus and Community Involvement

1. Shall be responsible for fostering spirit, enthusiasm, and a general respect for the University amongst the Greek Community.
2. Shall be responsible for maintenance of the hawk points program, which includes, but is not limited to, tracking, recording, and verifying chapter’s hawk points participation.
3. Shall be responsible for organizing two IFC sponsored events per semester for chapters to compete in and earn hawk points.
4. Shall be responsible for encouraging chapters to mobilize their members to attend University sports, campus, and community events.
5. Shall be responsible for notifying and approving of all University sponsored events for Hawk Point eligibility.

Vice President of Communication & Public Relations
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1. Shall be responsible for ensuring the positive promotion of the Greek Community.
2. Shall be responsible, in conjunction with the Panhellenic VP of Public Relations, for publishing at least two Greek Newsletters each semester to be distributed to stakeholders in the University of Hartford Greek Life.
3. Shall be responsible for the maintenance and update of the Greek Bulletin Board in Gengras Student Union.
4. Shall be responsible for the organized and accurate recording of the attendance and minutes for all regular and special IFC meetings.
5. Shall be responsible for preparing the IFC General Council meeting minutes each week to be sent out after the final approval of the President.
6. Shall be responsible for contributing two office hour in the Office of Fraternity & Sorority Life for IFC work.
7. Shall be responsible for any assignment given to him by the President.
8. Shall be responsible for the maintenance of all IFC social media accounts.
9. Shall be responsible for the approval of all Executive Board publication before they are issued.
10. Shall be responsible managing and scheduling of the Chapter Room schedules with the chapter presidents.

Vice President of Philanthropy & Community Service

1. Shall be responsible for ensuring the IFC’s involvement in philanthropic activities and community service events.
2. Shall be responsible for organizing and running two philanthropy events for each semester sponsored by the IFC
3. Shall be responsible for keeping chapter Philanthropy Chairman & Presidents informed of philanthropic and community service opportunities.
4. Shall be responsible for keeping accurate records of chapter’s involvement in philanthropic and community service events. Including, but not limited to, verification of attendance, legitimacy of events, and money and service donated. All information must be documented and preserved for use in the Greek Audit.
5. Shall be responsible for assisting the Vice President of Communications and Public Relations for the promotion of philanthropic and community service events.
6. Shall be responsible for contributing two office hours in the Greek Office for IFC work
7. Shall be responsible for any assignment given to him by the IFC Executive Board President.
8. Shall be responsible for approval of any proposed philanthropic or community service event by any chapter.
9. Shall be responsible for holding regularly scheduled philanthropy and community service committee meetings.
10. Shall be responsible for enhancing community outreach with the help of the Vice President of Communications & Public Relations.
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Vice President of Standard & Practices

1. Shall be responsible for organizing, corresponding, and running a Standards Board to review the Constitution and Bylaws annually in the spring semester.
2. Shall be responsible for calling and administering all Standard Hearings in accordance with the Constitution and Bylaws of the IFC.
3. Shall be responsible for enforcing the Constitution and Bylaws of the IFC.
4. Shall be responsible for communications with any chapter member the Executive Board deems pertinent.
5. Shall organize and oversee the Standards Representative Selection for the academic year.
6. Shall schedule all Standards Board hearings.
7. Shall oversee all Standards Board hearings.
8. Shall ensure that all procedures outlined in Article VIII of the By-laws of the IFC are followed.
9. Shall inform Standards Representatives of the level of fraternity cooperation during the investigation process.
10. Shall inform all involved parties of the Standards Board’s decision.
11. Shall keep all matters related to the Standards Board hearings confidential.
12. Shall handle all investigative activities.
13. Shall collect all relevant information and present it to the Standards Representatives.
14. Shall be responsible for the preservation and distribution of the IFC Constitution & Bylaws, including the addition and repeal of amendments. Distribution to all chapter presidents must occur before the first regular General Council meeting.