

IFC/PHC Officer Descriptions

President:

- Presides over all PHC/IFC Exec. Meetings, PHC Delegates/Presidents or IFC President Council Meetings, and Appeals Hearings
- Plans and implements officer installation, officer evaluations, officer elections, officer transition
- Plans and implements PHC/IFC Missions and Goals
- Acts as liaison to public, alumni and University communities
- Oversees general management of Endorsement Program
- Manages WRGA Award applications
- Works with each PHC/IFC Vice President to ensure thorough completion of officer duties
- PHC President, serves as a part of the Fall Recruitment staff, disaffiliates from their organization and serves as the lead judicial officer.

Vice President of Leadership Development:

- Acts in absence of the President
- Works with President on officer transition and retreat
- Coordinates planning and implementing IMPACT, President's Leadership Academy or other related leadership events.
- Plans new member program (i.e. Greek 101)
- Coordinates roundtable extravaganza and monitors other officers' roundtables
- Monitors chapters' leadership and membership development programming
- Works with President to oversee general management of Endorsement Chapter Management Plan
- Collects information for the Greek Leadership Cup

Vice President of Accountability:

- Selects and trains a Judicial Board
- Hold Judicial Hearings
- Acts as a resource on self-governance and social responsibility workshops for chapters
- Reviews and creates resolutions for constitution and by-laws
- Monitors social events of all chapters,
- Liaison with EPD, Student Life, and Cultural Forum
- Works with HLC staff on Chapter deadlines for things such as fees and paperwork

Vice President of Scholarship:

- Plans and implements workshops on academic resources
- Plans and implements Greek Study Break each term
- Plans and implements Greek Awards
- Plans and implements Frohnmayer Scholarship Program
- Plans and implements Sutherland Scholarship Program
- Works on faculty relations
- Oversees general Endorsement academic program

Vice President of Education:

- Plans and presents community wide public speakers
- Plans, presents, and assists chapters with social issues programs
- Monitors educational programming percentages
- Plans and implements senior programming
- Liaison with Women's Center, Health Center, and Student Life
- Oversees Endorsement educational programs

Vice President of Community Service:

- Provides chapters with volunteer opportunities
- Monitors chapters' volunteer efforts and endorsement requirements
- Monitors chapters' campus and community involvement
- Works on Greek involvement in University Day
- Plans an All Greek Community Service Event every term

Vice President of Philanthropy:

- Provides chapters with resources to plan successful philanthropies
- Assists chapters in scheduling of philanthropic events
- Plans Annual Philanthropy calendar in fall term
- Monitors philanthropy endorsement requirements
- Plans and implements all-Greek philanthropies
- Holds pre and post meetings with each chapter

Vice President of Marketing and Public Relations:

- Creates and distributes Greek newsletter
- Works with media (creates press releases)
- Provides chapters with PR assistance
- Provides PR assistance for all PHC/IFC sponsored events
- Plans and implements International Badge Day
- Work with Admissions and Orientation to plan Duck Days, Duck Preview, IntroDuctktion, Week of Welcome, InterMingle, etc.
- Provide PR and education for various communities (such as residence halls and Student Orientation Staff)

** Strongly prefer candidates that have experience with Illustrator, Photo Shop, and InDesign)

Vice President of Risk Management:

- Liaison to House Directors/Live-In Adults
- Plans and implements Fire Safety Academy
- Plans and implements Fire Pre-Inspections and Inspections
- Plans and implements Fire Evacuation Plans
- Monitors chapter Fire Drills
- Plans and implements Health Pre-Inspections and Inspections

-Monitors fire and health safety endorsement requirements

Vice President of Recruitment:

- Selects and trains a recruitment staff
- Works with chapter recruitment chairs
- Plans and implements year-round recruitment
- Plans and implements All Greek event in the Fall term during WOW
- Coordinates all Summer Orientation programs such as Introducktion, Intermingle, and WOW
- Works with VP of Marketing and PR to recruit potential new members
- Works with chapters below total or recruitment goals
- Must be willing to live in Eugene over the summer (will be compensated for part of summer work)

Vice President of Chapter Relations:

- Coordinates sister sorority program, healthy fraternity competition, to develop fraternity relationships
- Plans events to boost morale and spirit in our community
- Heads the planning of Greek Week, which includes Greek sing
- Monitors relations between all chapters by offering incentives when chapters hold their own joint events
- Offers opportunities for chapters to collaborate on academic and educational programming.

Administrative Manager (serves both councils)

- Takes a record of minutes at all IFC/PHC exec and Presidents council meetings
- Sends out minutes of all meetings in a timely manner
- Schedules all meeting rooms each term
- Updates Greek Calendar as quickly as possible when there are updates

Financial Manager (serves both councils)

- Serves as the liaison to the Greek council, in all financial matters.
- Assist in preparing program budget proposals.
- Update the Final budget worksheets for all programs.
- Request and process purchase orders with
- Record purchase orders on the PO Log.
- Follow through on the documentation required to pay purchase orders.
- Assist in the preparation of program fee invoices for the fraternities and sororities.
- Update individual chapter ledgers.
- Prepare deposit slips into Greek accounts.
- Annual comparison reports.
- ASUO Budget and special request forms for additional funding

