



Alumni IFC Basic Guidelines

Key Functions:

1. An updated constitution and bylaws are in effect and are provided to each Alumni IFC officer, Alumni IFC chair and Alumni IFC representative. The constitution and bylaws of the Alumni IFC are the official working documents of the organization and need to accurately reflect current operating procedures.
2. Job descriptions and leadership agreements exist for each elected and appointed Alumni IFC officer. Officers will perform their duties more efficiently and effectively when given a written job description. Descriptions should be specific and be placed in the Alumni IFC bylaws to avoid confusion over officer roles.
3. Alumni IFC meetings are held regularly in a consistent location, project and interfraternal attitude, and are run according to parliamentary procedure. Alumni IFC meetings offer the opportunity to bring interfraternal leaders together on a regular basis and a forum for public relations among member groups.
4. Officers maintain files and/or notebooks on job responsibilities and major projects, update them annually, and pass them on to successors. With the use of officer and chair notebooks, newly installed officers can learn from their predecessors and quickly assume responsibilities.
5. An officer transition meeting takes place following elections and prior to installation. A smooth officer transition can greatly assist incoming officers and allow outgoing officer to receive credit for a job well-done.
6. Chapter volunteers' (advisors, house corporation leaders, etc) roundtable discussions are held at least once each term. Roundtables provide an atmosphere where the volunteers can openly discuss issues. Healthy discussions planned in advance will encourage volunteers to freely and openly communicate with each other and share current thoughts. Supplemental materials from newsletters, fraternity magazines, etc. can be a creative way to educate volunteers and generate discussion.
7. Alumni IFC officers meet at least each term with other alumni councils. It would be important to discuss mutual concerns and programs. Regularly scheduled meetings in which the officers of the respective bodies can share concerns, information, and resources are a must.
8. The Alumni IFC President is the identified, sole-alumni spokesman for the fraternity alumni community. "Uninformed" or "unqualified" alumni making holistic remarks about or on behalf of the fraternity community can cause public relations problems. The best way to combat this problem is to create an awareness in the fraternity community that this is the job of the Alumni IFC President.

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9. The Alumni IFC leadership meets with the undergraduate fraternity leaders of Interfraternity Council twice each term. Ask to be put on the Interfraternity Council agenda in order to inform undergraduate leaders of the positions and activities of the Alumni IFC.
10. Alumni IFC leadership meets with key college/university officials and faculty members at least once each term. It is important to establish a forum within which to inform college/university officials and faculty of Alumni IFC issues.
11. The Alumni IFC has a public relations officer or chair with a written job description. This individual should be responsible for the dissemination of positive information on the fraternity alumni community to all campus and community media.
12. Alumni IFC publishes an end-of-year report of the accomplishments and concerns, and distributes copies to chapters, house corporation officers, key college/university officials and faculty members, media contacts, community leaders, general fraternity headquarters, and the North American Interfraternity Conference.
13. Alumni IFC leadership meets with police and fire officials (whether campus or local) twice each year. Meeting with police and fire officials is important for two reasons. First, it allows police and fire officials to discuss their services and methods of operation, i.e. addressing noise complaints, fire safety concerns, etc. Second, the meeting allows the opportunity for police and fire to voice their concerns about the fraternity community. Furthermore, possible educational programs can be discussed.