

IFC Secretary Officer Resource



IFC

OFFICER RESOURCE • nicfraternity.org/ifcsop

Congratulations!

You have been chosen by the representatives of your Interfraternity Council to represent the fraternity community for the upcoming year.

As the IFC Secretary/administration officer, it is your responsibility to support a consistent documenting and reporting structure while ensuring the resources are organized and available.

This guide was created by the North American Interfraternity Conference (NIC) with the intention of providing you with the materials you will need to be a successful IFC officer. The NIC serves to advocate the needs of its member fraternities through enrichment of the fraternity experience, advancement and growth of the fraternity community, and enhancement of the educational mission of the host institutions. The NIC is also committed to enhancing the benefits of fraternity membership through its relationship with Interfraternity Councils.

While this guide was intended to be used in conjunction with the Interfraternity Council, the information in this guide is meant to be fully inclusive of the fraternity communities led by the Inter-Greek Councils and can be easily shared with NPC, NPHC, NALFO, NMGC, NAPA, and other organizations. This type of interfraternal cooperation will increase the likelihood of successful implementation and maintain positive relations between all elements of the fraternity community.

Fast Five for the IFC Secretary

Much of your role of the IFC Secretary/administration officer can be divided into different categories. Here are the NIC's *Fast Five* expectations for your time in this position.

<h1>1.</h1>	<h3>FS Central</h3> <ul style="list-style-type: none">• FS Central is the portal that allows councils, colleges and universities, fraternities, housing corporations and other fraternal groups to maintain data in one place. Link: fscentral.org• As an IFC officer, you will:<ul style="list-style-type: none">○ Maintain accurate data is in this hub so your officers and members stay up to date, including:<ul style="list-style-type: none">▪ Contact lists▪ Group profile▪ Governing documents and important information▪ Chapter membership listing○ Regulations and procedures for reserving campus facilities○ Creating publicity, press, and advertisement with area media○ Effective use of committees and members○ Tips on time management
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	<ul style="list-style-type: none"> ○ List of university staff who can help in each role ○ Contact information for appropriate fraternity contacts ○ Information concerning the chapter officers of other chapters ● To use FS Central, each person has a Fraternity-Sorority ID (FSID) that is connected to their personal email. Visit FSCentral.org and sign in or create your account. ● Note that if you have been an IFC officer previously, you may have an existing account. <p>IMPORTANT: You must use a personal email address attached to your name (not campusIFCofficer@gmail.com) for your FSID.</p>
<p style="font-size: 2em; color: #FFD700;">2.</p>	<p>Meeting Minutes</p> <ul style="list-style-type: none"> ● The IFC meeting minutes are important documents for the council. They are a legal document of the organization so they should be accurate and professional. After the meeting, go back and make any grammatical edits for reformat. ● Distribution: Be sure the meeting minutes are distributed after the meeting.
<p style="font-size: 2em; color: #FFD700;">3.</p>	<p>Contact Information</p> <ul style="list-style-type: none"> ● In order to distribute key information to the chapters and members, the IFC needs to maintain accurate contact information for various positions. <ul style="list-style-type: none"> ○ Be sure this is also updated in FS Central!
<p style="font-size: 2em; color: #FFD700;">4.</p>	<p>IFC Calendar</p> <ul style="list-style-type: none"> ● To help spread interfraternalism and share the hard work of chapters, keep members up to date about the council's own hosted events, the events of all IFC chapters and the work of other councils. <ul style="list-style-type: none"> ○ You should also include community and campus-wide information as well as important due dates for the IFC/FSL office.
<p style="font-size: 2em; color: #FFD700;">5.</p>	<p>Team Drive Management</p> <ul style="list-style-type: none"> ● To have smooth transitions and prevent losing important documents, the IFC should have electronic copies. ● Be sure to include important documents and handouts: <ul style="list-style-type: none"> ○ IFC Constitution, Bylaws and Governing documents ○ Calendar of IFC events ○ Contact information

Helpful Resources

NIC Staff

Contact the NIC for all of your resource and educational needs, campus community development issues and questions about implementing the SOP.

- Complete staff list can be found at nicfraternity.org/staff
- Email campus@nicfraternity.org

Interfraternity Council Standard Operating Procedures

The mission of an IFC is to foster a healthy and vibrant fraternity community. The IFC Standard Operating Procedures (SOP) provide structure and support - a baseline for policies and practices - for IFCs to operate in accordance with NIC Standards, endorsed by all minter/national member fraternities of the NIC.

Categories in the SOP include:

- Academic Enrichment
- Accountability
- Finances
- Governance
- Health and Safety
- Public Relations
- Recruitment
- Reporting
- Responsible Growth

Read the full the SOP here: nicfraternity.org/ifcsop

Advancing fraternity.

The mission of an Interfraternity Council (IFC) is to foster a healthy and vibrant fraternity community on campus and provide interfraternal leadership and positive change. nicfraternity.org/ifcsop

