

# IFC Secretary.

*What does the job of the IFC Secretary entail? Check out the list below for a quick overview.*

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

## DUTIES

- Serve as the secretary of the IFC general body
- Collect and disseminate information on the fraternity system to all campus and community media sources
- Serve as the primary liaison to the various campus and community constituencies such as student government, the campus programming board, the newspaper staff, city council, chamber of commerce, etc.
- Maintain accurate data is in [FS Central](#) so officers and members stay up to date, including:
  - Contact lists
  - Group profile
  - Governing documents and important information
  - Chapter membership listing
- Take, edit and distribute IFC meeting minutes
- Maintain accurate contact information for the leaders and stakeholders of the community
- Record the events of the IFC chapters through a collective calendar
- Manage IFC files (online storage or binders) including:
  - IFC Constitution, bylaws and governing documents
  - Calendar of events
  - Contact information