

SOUTHEASTERN INTERFRATERNITY CONFERENCE PRESIDENT

General Statement of Duties:

The SEIFC President is an elected official from the entire SEIFC region. The President is responsible for the functioning of the SEIFC by coordinating the activities of the conference through the Area Vice Presidents. The SEIFC President reports to the SEIFC Advisor and the Executive Director.

Specifically, the President is responsible for:

1. *Presiding* at all meetings of the Executive Board.
2. *Appointing* all non-elected offices, all committees and committee chairmen.
3. *Appointing* and *coordinating* a student disciplinary committee prior to the Leadership Academy.
4. *Coordinating* the annual membership recruitment plan through the Area Vice Presidents.
5. *Maintaining* contact with member IFCs via letters, telephone calls and physical visits.
6. *Providing* articles for each issue of the Sound in addition to *providing* ideas and direction for the Sound content.
7. *Promoting* and *encouraging* member institutions to attend the Academy and *encouraging* those schools to consider nominating qualified students for SEIFC offices.
8. *Planning* and *developing* the Leadership Academy. This shall include *participating* in educational sessions, *conducting* the Orientation Business Meeting/Elections – Awards Banquet programs.
9. *Conducting* an orientation, along with the outgoing Vice Presidents, for the newly elected President and Vice Presidents.
10. *Representing* the SEIFC at the National Interfraternity Conference meeting and other National/regional functions as necessary.
11. *Keeping* abreast of all interfraternal issues.
12. *Communicating* with the SEIFC Advisors and *sending* a copy of all correspondence to the Executive Director.
13. Providing the Executive Director with a picture and biographical information for the fall issue of the Sound.