Section 4.03  The Duties of the officers and Committees

(a) The Duties of the President:

(i) To preside over all regular meetings and special meetings.

(ii) To serve as an ex-officio member of all committees.

(iii) To prepare the agenda for each meeting in collaboration with the Secretary and Advisor.

(iv) To serve as the official representative of the Interfraternity Council on such committees of the university as may be designated by the university and to other special agencies and meetings of which the Interfraternity Council is apart.

(v) To serve as the general supervisory officer and see that all projects and activities of this organization are efficiently carried out.

(vi) To perform other executive functions as directed by the Executive Committee.

(vii) To insure that the Constitution and By-Laws are reviewed and revised (if necessary before the end of his term of office).

(viii) To advertise all IFC functions appropriately, i.e. Nicholls Worth, La Pirogue Yearbook, University Marketing and Communications Dept., community media outlets as needed.

(ix) Plan at least one Greek unity event every semester.

(b) The duties of the Executive Vice-President:

(i) To preside over meetings and other duties of the President in his absence.

(ii) To appoint all committees and representatives to the Interfraternity Council with the advice of the Executive Council.

(iii) To be directly responsible for the conduct and rules of all committee work of the Interfraternity Council.

(iv) To perform such other executive functions as delegated to him by the president, or by the IFC, or as directed by the Executive Committee.

(v) To manage and oversee IFC athletic and Greek Week activities in conjunction with the Greek Council.