

# Professional Fraternity Council Officer Election Information

## IMPORTANT DATES

- **Monday, October 7, 2019:** Applications are live on the OFSL website: <http://fsl.colostate.edu/council-application>
- **Wednesday, November 13, 2019 by 5 p.m.:** Applications for the PFC officer positions due. (Late applications will not be accepted)
- **Monday, November 18, 2019, 6:15 p.m.:** Officer elections take place at PFC council meeting
- **Tuesday, December 10, 5 p.m.:** Officer Installation in the LSC Theatre

## ELIGIBILITY TO RUN

- I. Individual members who wish to campaign for an office within the PFC must:
  - a. Be enrolled at Colorado State University as a full-time student.
  - b. Have completed at least 30 credit hours at Colorado State University.
  - c. Be in good standing in regards to conduct and academic standards with Colorado State University.
  - d. Maintain active or good standing with their respective affiliate organizations.
- II. No PFC officer may hold an equivalent or comparable position within their respective chapter concurrent with any part of their term as a PFC officer unless there are extenuating circumstances.
- III. No more than three (3) members from the same organization may hold office during the same term unless there are extenuating circumstances.
- IV. Each officer's term will last until the following year's election (approximately a calendar year).
- V. Officers must be able to fulfill their entire term (January to December, traditionally) unless extenuating circumstances are present.
- VI. Each officer must be willing and able to commit to complete all their duties as assigned in the governing documents of the PFC.

## POSITIONS AVAILABLE

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Professional Development Chair
6. External Relations Chair
7. Council Development Chair

## OFFICER POSITION DESCRIPTIONS

- A. President
  1. Maintain overall responsibilities for PFC operations and serve as the PFC representative to the campus and community
  2. Preside over all PFC meetings and respective PFC executive meetings
  3. Enforce the governing documents of the PFC
  4. Oversee the execution of responsibilities by each respective officer
  5. Meet and communicate regularly with PFC advisors
  6. Ensure there are successful transitions between outgoing and incoming officers
  7. Discuss and approve officer budgets and individual expenses with the Treasurer

8. Host regularly scheduled office hours on a weekly basis in the Office of Fraternity and Sorority Life
  9. To have any other duties and responsibilities as assigned by the council
- B. Vice President
1. Assist the council president and temporarily assume the president's duties in the case of the president's absence
  2. Recruit member chapters to the PFC and ensure they adhere the membership addition procedures
  3. Maintain up-to-date contact documentation on all members of the PFC
  4. Coordinate the council's social activities by organizing at least one (1) social event per semester for the council
  5. Cast a deciding vote in the case of any vote that results in a tie and requires a tie breaker
  6. Meet and communicate regularly with the PFC President and Advisors
  7. To have any other duties and responsibilities as assigned by the council
- C. Secretary
1. Keep an accurate and complete record of all official communications for all meetings of the PFC
  2. Ensure all official communications are recorded and read into the minutes of the council
  3. Distribute meeting minutes within a 72-hour window following a PFC council or executive meeting
  4. Maintain the PFC calendar by recording all events within an organized PFC calendar and distributing it to all members in the council
  5. Determine speech times for elections
  6. Meet and communicate regularly with the PFC President and Advisors
  7. To have any other duties and responsibilities as assigned by the council
- D. Treasurer
1. Preside over all responsibilities regarding any PFC bank account or PFC SOFA account
  2. Create, maintain, and update a general budget for the PFC on an annual basis no later than one (1) month after the calendar election cycle
  3. Provide and oversee executive member budgets
  4. Deposit any funds received to the council's bank account
  5. Reimburse any expense of any officer that has prior approval from the President and Treasurer as it is outlined and pertains to the council and the council's governing documents
  6. Plan all council fundraising efforts by organizing at least one (1) council-wide fundraising event per semester
  7. Report on the financial condition of the PFC
  8. Meet and communicate regularly with the PFC President and Advisors
  9. To have any other duties and responsibilities as assigned by the council
- E. Professional Development Chair
1. Oversee the development and implementation of the council's professional program
  2. Coordinate and plan council professional events by organizing at least two (2) professional events per semester
  3. To chair the council's Professional Development committee, should the council seek to have such a committee
  4. Host regularly scheduled office hours on a weekly basis in the Office of Fraternity and Sorority Life as needed by the council
  5. Meet and communicate regularly with the PFC President and Advisors
  6. To have any other duties and responsibilities as assigned by the council
- F. External Relations Chair
1. Develop, plan, and implement a comprehensive public relations and marketing strategy for the PFC

2. Positively represent PFC in any communications distributed by Fraternity & Sorority Life and on the Colorado State Campus
3. Manage and maintain all PFC social media accounts
4. Submit press releases of any PFC programming
5. Host regularly scheduled office hours on a weekly basis in the Office of Fraternity and Sorority Life as needed by the council
6. Meet and communicate regularly with the PFC President and Advisors
7. To have any other duties and responsibilities as assigned by the council

G. Council Development Chair

1. Facilitate participation in University-sponsored events
2. To chair the council's Development committee, should the council seek to have such a committee
3. Host regularly scheduled office hours on a weekly basis in the Office of Fraternity and Sorority Life as needed by the council
4. Meet and communicate regularly with the PFC President and Advisors
5. To have any other duties and responsibilities as assigned by the council