

Recreational Sports Fraternity Council

2024 Executive Board Position Descriptions

President

Overview:

The President of the Recreational Sports Fraternity Council is responsible for leading quarterly council meetings and sharing major updates with representatives about the Hoosier Grail, Intramural Sports and Recreational Sports at large. They work to evaluate current fraternity programming at Recreational Sports to best meet the needs and interests of students. This position also oversees point keeping for the Hoosier Grail, as well as represents the Fraternity Council on the Student Recreational Sports Association (SRSA).

Responsibilities:

- **Collaboration**
 - Work with Executive Board and Pro Staff supervisors to continually revise and improve the Hoosier Grail and Intramural Sports program.
 - Seek out avenues to boost overall Recreational Sports engagement for fraternity members.
 - Invite chapter representatives to share feedback and ideas at quarterly meetings or via GroupMe/Email.
- **Hoosier Grail Standings:**
 - Oversee point keeping of participating Hoosier Grail fraternities over course of school year. Work alongside VP of Logistics and Programs to finalize after each Intramural Sports series.
 - Present updated series standings at each Fraternity Council meeting.
- **Student Recreational Sports Association (SRSA)**
 - Serve as the Fraternity Council representative on SRSA and attend monthly meetings at the SRSC.
 - Discuss ongoing initiatives at Recreational Sports at large with council representatives from other units within the organization.
 - Share updates with representatives at Fraternity Council meetings.
- **Additional Duties**
 - Attend and lead quarterly Fraternity Council and Executive Board meetings.
 - Present Hoosier Grail Trophy to winning chapter alongside Executive Board members at end of school year (April).

Vice President of Communication & Engagement

Overview:

The Vice President of Communication & Engagement fosters effective communication within the Recreational Sports Fraternity Council. This position is responsible for managing all channels of communication, ensuring timely notification of deadlines, and enhancing engagement among fraternity representatives within the Recreational Sports Fraternity Council.

Responsibilities:

- **Email Communication:**
 - Craft and send regular email recaps to fraternity representatives summarizing key discussions, decisions, and action items from council meetings.
 - Disseminate important announcements, updates, and reminders to fraternity chapters through email communication.
- **Hoosier Grail Standings:**
 - Share Hoosier Grail standings via GroupMe & email with fraternity representatives after each Intramural Sports series concludes.
 - Collaborate with President & VP of Logistics & Programs to ensure accurate and up-to-date standings are communicated promptly.
- **Deadline & Meeting Reminders:**
 - Provide timely reminders via GroupMe to fraternity chapters regarding council meetings, Intramural Sports deadlines, and other time-sensitive matters.
- **Representative Engagement:**
 - Work with VP of Logistics to coordinate interactive activity for council meetings to enhance participation and foster community.
 - Act as a liaison between the council and fraternity chapters, addressing representatives' concerns and promoting active involvement.
- **Attendance Tracking**
 - Track attendance using excel spreadsheet at each council meeting.
- **Additional Duties**
 - Attend quarterly Executive Board meetings and prepare slides for Fraternity Council meetings.
 - Attend and co-lead quarterly Fraternity Council meetings with Executive Board.
 - Sub in for President in the event of an absence at monthly SRSA meetings.
 - Present Hoosier Grail Trophy to winning chapter alongside Executive Board members at end of school year (April).

Vice President of Logistics & Programs

Overview:

The Vice President of Logistics and Programs is responsible for managing point keeping/logistical aspects of the Hoosier Grail and educating representatives on important Intramural Sports registration information.

Responsibilities:

- **Point keeping**
 - Oversee and assist President with Hoosier Grail point keeping system, ensuring accurate recording of points and standings for fraternity chapters.
 - Communicate with Coordinator of Intramural Sports to ensure information on ejections, sportsmanship, & other stats on IMLeagues are accounted for.
 - Collaborate with the VP of Communication and Engagement to share updated standings with representatives.
- **Intramural Sports Program**
 - Share information at council meetings on guidelines for team registration on IMLeagues and Hoosier Grail eligibility. Serve as point of contact for representative questions, alongside Coordinator of Intramural Sports.
 - Assist when needed with reviewing IMLeagues registrations to ensure team naming & placement follows Hoosier Grail policies.
- **Collaboration**
 - Work with VP of Communication & Engagement to plan interactive activities for representatives at council meetings. Tie in upcoming/current Intramural Sport offerings when applicable.
- **Additional Duties**
 - Attend quarterly Executive Board meetings and prepare slides for Fraternity Council meetings.
 - Attend and co-lead quarterly Fraternity Council meetings with Executive Board.
 - Sub in for President in the event of an absence at monthly SRSA meetings.
 - Present Hoosier Grail Trophy to winning chapter alongside Executive Board members at end of school year (April).