

President:

- 1) Holds bi-weekly house and weekly officers' meetings. Coordinate with Xathar to notify the brotherhood.
- 2) Holds officers and brothers accountable for actions and responsibilities.
- 3) Increases alumni interest through regular contact and newsletter column (minimum).
- 4) Assumes task of communication between university, local, and state authorities. (Police and Fire Department)
- 5) Maintains events calendar with other officers and communicates schedule to brothers.
- 6) Attends alumni board meetings.
- 7) Resolves disputes and assigns disciplinary actions.
- 8) Attends IFC-mandated presidents' meetings.
- 9) Maintains communication between officers and brothers – actively addresses issues in brotherhood.
- 10) Assigns fines and oversees responsible spending and money outflows with the treasurer
- 11) Works with VP and other officers for at least one brotherhood event and one offsite officers' lunch/dinner meeting
- 12) Assigns disbursements of officer stipends and refunds of damage deposits
- 13) (Fall) Assigns Housing
- 14) (Spring and Fall) Presides over protocol dinners and initiation
- 15) Prepare OFSA's end of the year report.

Vice President:

- 1) Substitutes for president in case of absence or emergency
- 2) Plans two brotherhood and community development events per semester with alumni and community relations chair/literary chair (i.e. police officer dinner, literary event, etc)
- 3) Coordinates semi-annual fire drill with houseman. Informs brotherhood and fire department.
- 4) (Fall) Coordinates alumni thank-a-thon with alumni and community relations chair, and SHAS.
- 5) (Fall) Coordinates holiday card mailing to alumni and parents (before thanksgiving if you want to mail bulk)
- 6) (Fall) Plans (weeks ahead of time) Homecoming weekend - This includes:
 - a. Reserving tailgating spots
 - b. Buying or reserving alumni tickets for the game
 - c. Registering Homecoming with IFC if necessary
 - d. Ordering mugs/glasses for homecoming banquet
 - e. Communicating with local alumni, Howie, and alumni board regarding details of Homecoming weekend
 - f. Plans Friday afternoon cocktail hour
 - g. Plans the Homecoming formal and banquet with social chair and steward

- h. Makes agenda and timeline for weekend with Howie and sends timeline to listserv (Important)
 - i. Determines cost of Homecoming – Plans budget for event – Charges alumni for events.
- 7) (Spring) Coordinates Parents weekend and Initiation – Invitations for Parents weekend must be sent out at least a month ahead of time! Cost and parents' fee must be determined ahead of time. Initiation food and drinks must be ordered, timeline must be posted to list serve ahead of time.
 - 8) Write a newsletter article about ADP's events

Treasurer:

- 1) Develops and attempts to follow yearly budget.
- 2) Reimburses officers for sanctioned expenses (with receipts).
- 3) Maintains listing of active brotherhood.
- 4) Collects Bills and Balances checkbook and accounts.
- 5) Works with SMC and reviews SMC billing.
- 6) Works with Sciarabba-Walker to reconcile monthly accounts payable and receivable- reviews bills sent directly to SW.
- 7) Provides regular budget oversight and updates for each type of spending – Social, Rush, House, Kitchen, etc...
- 8) Presents monthly financial statement from Sciarabba-Walker and reviews bills at officers meeting.
- 9) Works with the alumni treasurer on yearly budget and they determine the undergrads contribute to the building fund.
- 10) Write a newsletter article about the undergraduates' finances.

Steward

- 1) Supervises and communicates with the chef.
- 2) Communicates wishes of brothers to the chef for meals.
- 3) Maintains standards of cleanliness and hygiene in kitchen drink room, and dining room.
- 4) Maintains standards of cleanliness and hygiene with food and kitchen supplies throughout house – reprimands slobbers that don't clean up their own dishes, brings dirty dishes back downstairs if necessary before weekend events.
- 5) Solicits special help in the form of servers and bartenders.
- 6) Assists other officers in planning formal and special events requiring banquet setup – Including but not limited to Victory Club, formals, Initiation, Homecoming, Parents weekend, Slope Day BBQ, literary events, Turkey fest etc...
- 7) Informs brotherhood via email of important routine and special kitchen updates – special events and menus, dinner menus, absences.
- 8) Cleans up banquet supplies along with assistant steward, houseman, assistant houseman, and officers in charge of event (i.e. social + assistant social for formals, etc).
- 9) Disburses payments from treasurer to bartenders, dishwashers, servers etc.

- 10) Prepare kitchen, dining room, and pantry before all breaks, recesses, vacations and end of the school year.. Will communicate with the chef for the proper disposal or preservation of all food and supplies.
 - a. Dispose of all perishable food, including leftovers
 - b. Wipe down the refrigerator
 - c. Empty, rinse out milk and juice machines
 - d. Put all non-perishable foods in appropriate containers in pantry
 - e. Empty the trashcans
 - f. Inventory all food
 - g. Clean and put away all dishes, pots, and pans
 - h. Clean the tables, stools, and chairs
 - i. Mop the floors
 - j. Lock the pantry and kitchen
- 11) Holder of K key, and responsible for condition of and damage to kitchen.
- 12) Locks the kitchen when dinner is over and the dishes are washed and put away.
- 13) Write a newsletter article about the kitchen.

House Manager

- 1) Maintains standard of presentation and cleanliness in house.
- 2) Communicates with Handyman Matters and Jim Roberts for routine house repairs and cleanup, communicates with SMC and other vendors for other jobs.
- 3) Reprimands/Recommends disciplinary consequences for individuals causing damage or with unreasonably poor standards of hygiene. Reports any incidents to other executive officers.
- 4) Attempt to secure alumni funds for capital improvements, and attempts to make at least one capital improvement per semester.
- 5) Coordinates and works with brothers for house cleanup after parties or banquet events.
- 6) Communicates with house cleaners to arrange for bathroom cleanup within 2 days of any party.
- 7) Helps clean up with stewards, assistant house mans, and officers in charge of banquet event following event.
- 8) Develops, tracks, and attempts to follow house budget.
- 9) Receives, tracks, and contacts appropriate people/vendors for brother-submitted online repair requests.
- 10) Keep an organized record of any house related documents to be passed along to the next house manager.
- 11) Makes sure house is up to building, fire, and university codes.
- 12) Attempts to save costs by repairing small jobs with the assistant house man.
- 13) (Fall)and(Spring) Coordinates fire drill with VP - Notifies IFD and brotherhood.
- 14) Ensure that during the overlap between the end of the year and summer there is either a house manager or summer house manager on duty
- 15) Trains the new and summer house managers of duties and vendors.
- 16) Write a newsletter article about improvements to the house.
- 17) Secure a temporary, oversized roll-in dumpster from SMC for the parking lot 2 weeks before move-out and for first 2 weeks during move-in.

- 18) Make a nightly check of locked doors and secures all ground-level windows with window chains, especially dining room, drink room, kitchen, and pantry.
- 19) Responsible for closing the house during breaks- emptying transcons, turning lights off, and unplugging cords from electric outlets.

Summer House Manager

- 1) Assume all responsibilities of regular house manager. Must communicate with house manager to ensure there is no time gap between acting house manager and summer house manager.
- 2) Supervise move-in and move-out
- 3) Oversee senior week, holding any person who damages or trashes the house responsible, and arranging for absorption of their damage deposit.
- 4) Possess the GA, GB, GJ, and K keys, and use them only when necessary or in an emergency.
- 5) Collect all room keys from those leaving for the summer, and distribute them to those living in for the summer. All keys must be documented, and no keys should be taken home from Ithaca.
- 6) Ensure that during the overlap between the beginning of the year and summer there is either a house manager or summer house manager on duty.
- 7) Act as undergraduate contact for summer Alumni Reunion.
- 8) a) Works with Jim Roberts, Handyman Matters, and SMC to ensure the house and Gote Haus is in pristine condition for Reunion.
- 9) Secure all ground-level windows with window chains, especially dining room, drink room, kitchen, and pantry.

Rush

- 1) Submit a rush budget within the first 4 weeks of beginning school in the fall semester.
- 2) Get an early start to rush by beginning to bring in kids early with events – clambake, barbeque banquet, Brothers Drink Night.
- 3) Going for a minimum of 20 pledges, up to 25 – Alumni incentives and budget support must be solicited.
- 4) Go into winter break with at least 30 STRONG freshmen/transfers, 50 people on the list.
- 5) Organize, update, and update the brotherhood with a “Hotlist” of desirable freshmen.
- 6) Identify legacies/friends of legacies early.
- 7) Maintain communication with freshmen and sorority girls – they bring in freshmen guys.
- 8) Send out Turkeyfest invitations sufficiently ahead of time. Plan Turkeyfest w/ steward, houseman, president, etc. early to establish date and prevent rushee conflicts.
- 9) Plan rush week events (full week – no more TBA events).
- 10) Communicate sufficiently with brotherhood on fraternity image during rush week – Prevent unilateral decision-making and rogue bidding.

- 11) Organize/delegate specific roles for Rush Week (Recording names, photographing rushes at the door.)
- 12) Works with social chair on coming up with rush/social events.
- 13) Plan food and send updates on regular Monday night football events, make sure house is clean prior to event.
- 14) Create a 'Rush Book'
- 15) Write a newsletter article about rush and the new pledges.

Social

- 1) Get an early start to the semester – attend IFC mandated training sessions, establish lines of communication with sororities early.
- 2) Plan for at least two large parties in addition to Halloween in fall, one large party in addition to Mardi Gras in spring – decide on dates and themes early, contact sorority socials early.
- 3) Register large parties and Homecoming.
- 4) Inform brotherhood of social schedule and be in attendance at events.
- 5) Plan a Homecoming mixer (with a sorority.)
- 6) Running Large Parties
 - a. Supplies – Decorations, Drinks, Water bottles and Food
 - b. Vendors – Security – Call Chestnut Ron Flaise 315 559 0444, DJ – Talk to Vince Davis and work out payment for DJing house party or contact outside DJ.
 - c. Liability management –
 - i. List of “Sober” posted
 - ii. Two signs: “NYS Law prohibits the service and consumption of alcoholic beverages to persons under the age of 21” and “Non Alcoholic Beverages and Food are available”
 - iii. “Guest List”
 - iv. A system of IDing and marking over and underage individuals
 - v. Shift Lists at the bar and front. Make sure party and bar are monitored
 - d. President and social readily available and sober to talk to IFC and Police
- 7) Plan Homecoming formal with VP and steward, plan holiday formal, other formals in the spring (Valentines Day and spring formal.)
- 8) Attempt to establish mixer and party traditions with sororities in the spring.
- 9) Contact sorority socials immediately following sorority elections in December to obtain early dates with DG, Kappa, Theta etc. A schedule must be presented and voted on a referendum by the actives for social positions to stay year-long.
- 10) Maintain strong relationships and open communication with the representatives from IFC.
- 11) Ensure all necessary legal paperwork for social events are submitted on time.
- 12) Make sure we still have DG for Slope Day.
- 13) Assist with Victory Club.
- 14) Organize with house manager and lead clean up after an event.
- 15) Write a newsletter article about events

Literary

- 1) Assemble necessary newsletter articles for at least two alumni newsletter mailings a year.
- 2) Solicit ACEF funding and budget for newspapers and magazines ordered to the house – consult brotherhood on which newspapers and magazines.
- 3) Organize one literary speaker and dinner with steward and houseman every semester
- 4) Coordinate pledge literary program.
- 5) Inform and remind brotherhood of available literary and ACEF awards.
- 6) Meet with SHAS each semester to review the newsletter.

Alumni and Community Relations

- 1) Have at least one community and alumni relations event a semester – faculty dinner, IPD, IFD, IFC meetings
- 2) Coordinate thank-a-thon and holiday card mailing (to IFC, IPD, IFD, alumni, university officials) with VP.
- 3) Coordinate strategic donations to local charities.
- 4) Communicate with alumni board and brotherhood, service as liaison
- 5) Send personalized letters to important or concerned alumni on a twice a semester basis. We have letterhead and stationery in the archive closet.
- 6) Sponsor E-board dinner/event with local alumni.
- 7) Maintain open and regular communication with alumni president.
- 8) Write a newsletter article about community or alumni events.

Historian

- 1) Responsible for the maintenance and preservation of the archives and Gote Haus.
- 2) Holder of GJ Key.
- 3) Responsible and accountable for damage and condition of archives and Gote Haus.

Technology

- 1) Responsible for the general functioning of house technology, including but not limited to: Internet, Cable, and Electricity.
- 2) Work with House Manager to research necessary improvements to existing technologies.

IFC Representative

- 1) Required to attend weekly IFC meetings.
- 2) Act and speak on behalf of the Alpha Delta Phi at any IFC related functions.
- 3) Ensure a representative of Alpha Delta Phi is present at all Greek Events

Note: All Assistant positions work closely with the parent position to assist in assigned responsibilities, taking over responsibilities when necessary.