

## 202 DUTIES OF OFFICERS

### SUGGESTED RESPONSIBILITIES OF THE PRESIDENT

The President of the Y's Men's Club is its Chief Executive Officer, and as such, leads the group in formulating new plans and developing new ideas, and following through to see that those which are accepted are carried to successful conclusion.

It is highly desirable that the President:

1. Be fully conversant with the club constitution and by-laws and knowledgeable of District, Region, Area, and International constitutions and guidelines.
2. Set objectives for the term in consultation with the executive and inform the general membership accordingly.
3. Know the District, Regional, Area, and International Officers.
4. Preside over all club business meetings if possible. If absent clear with the Vice-President or other officer far enough in advance to allow for a well prepared agenda. Have the secretary send you a carbon copy of the minutes in plenty of time before your next meeting. Have programs planned well in advance.
5. Preside at Executive or Board of Directors' Meetings which should be held regularly each month. See that all Club business which does not require action of the entire Club is handled in committees and cleared in executive or board meetings, with reports made to the general membership.
6. Assure that the reports on the club are sent to the appropriate individual in Y'sdom by the required dates.
7. See that reports of all committees are made regularly to the executive, board or membership.
8. Have a working knowledge of Robert's Rules of Order.
9. Start the meetings on time and close on time.
10. Ask for Divine blessing at every club meeting and for guidance in your personal life.
11. Maintain an alert, positive attitude in presenting and conducting club business.
12. Maintain a close working relationship with the other members of the executive.
13. Encourage fun and fellowship through group singing, humour, and a fast-paced program.

14. Appoint committees early in the year and follow through to see that they function effectively.
15. Collect stamps and small fines for the Brotherhood Fund which adds to fellowship of meetings.
16. Be familiar with the International organization and its activities.
17. Participate in and encourage attendance at inter-club meetings, Area Conventions, Regional Conventions, also Regional and District meetings and the local Y Board.
18. Believe in and promote International Convention participation.
19. See that the Convention or Council findings of International, Area, and Region are reported to the Club and followed up through the club programs and projects.
20. Be regular and prompt in handling all communications.
21. In serving the YMCA, find and fill relevant needs of your YMCA and community.
22. Be knowledgeable of rules and criteria for District, Region, Area, and International awards.
23. Have a good Club bulletin. Use it to keep all members informed as to what has gone on and is going on.
24. Think positively. Never become discouraged. Enjoy the term as President.

## **SUGGESTED RESPONSIBILITIES OF THE VICE-PRESIDENT**

Because of the size and involvement of some clubs in activities and projects, there may be more than one Vice-President, in which case specific duties are allocated to each.

However, generally this position is considered the "President-in-training" and the incumbent's time should be utilized in the best possible manner in order that the Vice-President can learn to effectively "lead" and "coach" the executive and the club during the ensuing year.

Therefore, it is highly desirable that the Vice-President:

1. Study all reference and training manuals that would provide detailed knowledge and understanding of Y's dom, its organization, its administration, its committees, and its activities and projects at all levels.
2. Study the records at the club and talk to Past Club Officers, Committee Chairmen, YMCA Secretary, and others to determine the potential of the Club and the members.
3. Finalize plans, set objectives and determine committees early.
4. Provide assistance to the President as required to effect a smoothly operating Club.
5. Be prepared to devote a great deal of time to the administration of the club and its activities and projects and to sacrifice time on outside activities.
6. Think positively. Never become discouraged. Enjoy the term as Vice-President.

## **SUGGESTED RESPONSIBILITIES OF THE SECRETARY**

The efforts of the Secretary will contribute greatly to the smooth functioning of the club and the favourable appearance of the club to outside persons and organizations.

Therefore, it is highly desirable that the Secretary:

1. Be conversant with the club constitution and by-laws as well as those of the District, Region, Area, and International.
2. Know the District, Regional, Area, and International Officers.
3. Assist the President in determining the objectives for the year and in choosing the committees to achieve the objectives.
4. Take and maintain accurate minutes of business and general meetings as well as those of the executive or board of directors meetings.
5. Compile and maintain a current list of members with addresses, telephone numbers and the names of Y's Menettes.
6. Compile and forward reports on the club to the appropriate individuals in Y'sdom by the required dates.
7. Attend to all correspondence promptly.
8. Report all correspondence promptly to the Executive, Directors, or general membership as the club determines.
9. Assist the President as required to effect a smoothly operating club.

## **SUGGESTED RESPONSIBILITIES OF THE TREASURER**

The efforts of the Treasurer will contribute greatly to the establishment of financial control and stability of the club and enhance the appearance of the club to those persons or organizations who wish to receive financial aid or payment from the club.

Therefore, it is highly desirable that the Treasurer:

1. Receive and control all accounts of the club funds and administer same.
2. Keep a full and correct account of all income and expenditures and present it at each business meeting of the Executive, Board of Directors, or membership.
3. Operate the bank account or accounts of the club jointly with the signing officer of the club.
4. Remit dues to the Regional Treasurer on or before the required date, at the rates prescribed by the Region.
5. Collect membership dues and assessments and issue periodic statements to each member for dues and other financial obligations owed to the club.
6. Prepare and present financial reports to the club as necessary.
7. Prepare a budget for the club in consultation with the Executive or Board of Directors.
8. Assist the President as required to effect a smoothly operating club.

