

202 DUTIES OF OFFICERS

SUGGESTED RESPONSIBILITIES OF THE PRESIDENT

The President of the Y's Men's Club is its such, leads the group in formulating new plans and devesuch, leads the group in f and following through to see that those wand following through to see that those w successful conclusion.

It is highly desirable that the President:

1. BeBe fullyBe fully conversantBe fully conversant with the club constitution and by-laws and of District, Region, Area, and International constitutions and guidelines.
2. SetSet objectivesSet objectives for the term in consultation with the executiveSet objectiv general membership accordingly.
3. Know the District, Regional, Area, and International Officers.
4. PresidePreside overPreside over all clubPreside over all club business meetings if possibl ViVice-PresidentVice-President or other officer far enough in advance to allow for Vic preparedprepared agenda. Have the secretprepared agenda. Have the secretaryp minutesminutes in plenty of time before your next meeting. Have programs planned well in advance.
5. PresidePreside at Executive or BoardPreside at Executive or Board of Directors' Meeting regularregularlyregularly each regularly each month. See that all Club business which actionaction of the entire Club is handled in committees action of the entire Club is hand or board meetings, with reports made to the general membership.
- 6.6. 6. Assure that the reports on the club are sent6. Assure that the reports on the Y'sdom by the required dates.
- 7.7. 7. See that7. See that reports of7. See that reports of all committees are made regu or membership.
8. Have a working knowledge of Robert's Rules of Order.
9. Start the meetings on time and close on time.
10. AskAsk for Divine blessing at every club meeting and for guidance in youAsk for Di personal life.
11. Maintain an alert, positiveMaintain an alert, positive attitude in presenting and Ma business.
12. MaintainMaintain a close woMaintain a close worMaintain a close working relation executive.
13. EncourageEncourage fun and fellowship through group singiEncourage fun and fellow paced program.

SUGGESTED RESPONSIBILITIES OF THE VICE-PRESIDENT

Because of the size and involvement of some, there may be more than one Vice-President, in which case specific responsibilities should be allocated to each.

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

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

1. Study all reference and knowledge and understanding of Y's domain, 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 operating Club.
5. Be prepared to devote a great deal of time and to sacrifice time on outside activities.
6. Think positively. Never be a negative influence on the President.

SUGGESTED RESPONSIBILITIES OF THE SECRETARY

The efforts of the Secretary will contribute greatly to the success of the club and the favourable appearance of the club of the organizations.

Therefore, it is highly desirable that the Secretary:

- 1.1. 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 and choosing the committees to achieve the objectives.
4. Take and maintain accurate minutes of the executive or board of directors meetings.
5. Compile and maintain a current list of members and the names of Y's Menettes.
6. Compile and forward reports on the club to the Association by the required dates.
7. Attend to all correspondence promptly.
8. Report all correspondence promptly to the Executive, and report 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 to the financial control and stability of the club to those persons or organizations who wish to join the club. The efforts of the Treasurer will contribute to the financial control and stability of the club to those persons or organizations who wish to join the club. The efforts of the Treasurer will contribute to the financial control and stability of the club to those persons or organizations who wish to join 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 of the club and report on it at each business meeting of the club to the membership.
3. Operate the bank account or accounts of the club as an officer of the club.
4. Remit dues to the Regional Treasurer on or before the required 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 Directors.
8. Assist the President as required to effect a smoothly operating club.

