

Being an Effective Club President

IT IS AN HONOR TO BE ELECTED PRESIDENT OF A SERRA CLUB

The club members have manifested their confidence in your ability to help the club realize the purposes for which it exists. The leadership you provide will determine the value and service of your club to your church and to your club members.

RESPONSIBILITIES

- Preside at club and board meetings
- prepare agenda with assistance of club board
- conduct each meeting according to suggested Serra procedures
- Schedule and utilize executive committee meetings to organize and implement club activities
- use the 15-month calendar in planning club activities
- Appoint and oversee club committees
- network with committee chairpersons on committee progress
- attend committee meetings as often as possible
- coordinate work of committees; check for duplications
- help chairpersons identify and understand their responsibilities and duties
- make sure officers and chairpersons submit well-written reports on a regular basis; require timely and detailed minutes from the secretary
- Work closely with the president-elect
- give him or her specific assignments to assist you in your duties and help prepare him or her for the presidential office
- Represent your club:
 - at all interclub meetings and activities
 - at international, national, district and regional conventions
 - in community
 - in its contacts with local bishop
- Oversee development of club policy manual
- Perform such other duties as board of trustees may assign or as may be required by club's bylaws
- Serve as a member of district council
- Work with the district governor
- Prepare end-of-year report upon the expiration of term of office
- Induct new officers at first regular meeting in Jun

Club Officers

THE CLUB PRESIDENT WORKS CLOSELY with the four vice presidents, the secretary, treasurer, chap-lain and trustees to strategize, plan, promote and coordinate the activities of the club. As the club's leader, it is the president's responsibility to ensure that both the goals of the club and the objectives of Serra International are accomplished. The responsibilities of each club officer are listed below. A more complete description of each position as well as their respective committees is detailed in the officer manuals.

The President-elect . . .

will conduct an organizational conference during the month(s) before all new officers take office. This meeting will provide an orientation for newly-elected board members, all officers-elect and committee chairpersons on the club's goals and expectations for the next year. Executive committee meetings with officers before and during your term of office gets all officers working together on club programs and goals.

PRESIDENT-ELECT

Responsibilities

- prepares for his/her term of office; provides smooth transition and continuity in club programs
- assists current president by active participation in club planning and activities
- determines with current president how he/she may:
 - best assist president
 - prepare for his/her term of office

VICE PRESIDENT FOR VOCATIONS

Responsibilities

- chairs the club Vocation Committee
- coordinates and oversees all club vocation efforts
- promotes and encourages the formation of parish, diocesan and/or deanery church vocations committees
- invites and encourages the following to participate in club vocations efforts:
 - Serrans
 - club chaplain
 - studies particular needs and concerns at the parish level
 - considers possible club activities and plans those programs that offer the

greatest promise with the Vocations Committee

VICE PRESIDENT FOR MEMBERSHIP

Responsibilities

- chairs the club Membership Committee
- coordinates and oversees all club membership efforts
- invites other club members to serve on this committee and as chairpersons of the following subcommittees:
 - Recruitment • Orientation
 - Induction • Extension
 - Retention • Mentoring

VICE PRESIDENT FOR PROGRAMS

Responsibilities

- prepares program “themes” for the year (see Programs Manual)
- chairs the club Programs Committee
- presides at meeting in absence of both the president and president-elect
- with the Programs Committee, plans, conducts and evaluates one year of bimonthly, educational Serra programs
- introduces speakers (or arranges for introduction)
- determines financial requirements of club programs
- coordinates programs with the club president and the club board of trustees
- ensures that the club programs clearly relate to the two objectives of Serra
- educates and informs club members on Catholic issues and subjects through programs (lectures, discussions, debates, videos or films and case studies)
- develops an evaluation plan for programs
- recommends Serrans for membership on the club program committee
- prepares an agenda for each program committee meeting
- through engaging, thought-provoking club programs, carries out the second principle of Serra, namely, to further Catholicism by encouraging members, in fellowship, through education, to fulfill their Christian vocation to service

VICE PRESIDENT FOR COMMUNICATIONS

Responsibilities

- chairs the club Communications Committee
- coordinates and oversees all club communications efforts
- with the Communications Committee, develops a long-range plan

for public relations with specific goals for the current year

- establishes contact with and keeps the local media informed of Serra events: • Catholic newspaper editor
- religious editors of secular newspapers
- broadcast personnel
- keeps the serra USA magazine informed of club events (see the magazine's Callers to the Harvest club activities section)
- keeps the district and region informed of club events
- serves on the club board of trustees
- develops a cadre of club spokespersons who are available to talk with the media as the need arises
- implements communications projects developed by the USA Council Communications Committee

TREASURER

Responsibilities

- obtains financial records of preceding fiscal years from predecessors
 - takes charge of bank account
 - arranges, through resolution, for new signatures in checking account
- (checks are always signed by the treasurer and possibly countersigned by president or a vice president)
- reports financial status of the club at each trustee meeting
 - reports delinquent members status
 - has accounts audited at close of fiscal year
 - remits club dues to USAC in timely manner
 - pays speaker fee and expenses

SECRETARY

Responsibilities

- notifies members, in writing, of appointments to club committees and special assignments
- reports visiting Serrans to their home club
- publishes and maintains club committee lists
- works with the club newsletter editor on the club bulletin/newsletter
- assists the president in preparing an agenda for each club meeting
- attends board meetings
- prepares and maintains a current roster of members
- takes minutes of each meeting for the permanent file
- keeps accurate and permanent attendance records at all club meetings

- maintains the permanent club history
- authenticates, by signature, all records and documents
- brings a copy of the International Constitution and Bylaws, USA Council Constitution and Bylaws, and club bylaws to each meeting
- brings the club and USA Council policy manuals to each meeting
- writes letters of appreciation to speakers
- prepares periodic reports as required