

## **Diocesan SOYO President Duties**

***“I can do all things through Him who gives me strength.”  
(Phil 4:13)***

**Above all, make sure God is the center of everything you do as President – your job is to work for the glory of God. You are a leader of your Diocesan SOYO. Lead by example, because whether you realize it or not, the other teens look up to you, respect you, and watch every move you make; which is why they elected you. It is essential that you act in an Orthodox Christian manner at all times, and serve as a leader and friend to all teens.**

The duties of the President are many and varied. This position involves a lot of responsibility, hard work, dedication and determination, and hence, it will take both time and energy. You must know your own strengths and weaknesses and you must learn from both success and failure. Your goals must be unselfish those which will benefit the people you serve. Your challenge is caring – caring enough to win victories for others by helping them succeed. The President leads, or directs the group in carrying out its objectives, and represents the group as a whole.

### **General Duties**

- Be in good standing and communion with the Orthodox Christian Church
  - Be actively involved in the church, its services, and its functions and activities
- Submit a written report following the delegates and parish Life Conference to:
  - NAC President
  - Chairman of the Department of Youth Ministry
  - NAC Teen SOYO Spiritual Advisor
- Pray for chapters in Diocesan SOYO and all the SOYO members, priests, and members of the Archdiocese
- Provide positive leadership and stimulate spiritual growth
- Be F.A.T.: Flexible, Available, and Teachable for Christ and His ministry
- Pay attention at all meetings and add positive and constructive input
  - Never put other people and their ideas down, even if you do not agree with them
- Listen to everybody (SOYO members, priests, lay advisors, etc.) A lot of people have great ideas, so always listen to them!
  - Encourage respectful expression of individual ideas
- Stay in close contact with
  - Diocesan Bishop, NAC President, chairman of Dept. of Youth Ministry, and NAC Spiritual Advisor, and other executive board members
  - The other Diocesan Officers, Spiritual Advisor, and Youth Director
  - Chapter SOYO Presidents in your Diocese

- Diocesan Priests (include in diocesan e-mail distribution lists)
- Assist other officers with anything they may need
- Make yourself easily available for questions to the local Teen SOYO chapters
- Put contact information on everything! (e-mails, letters, etc.)
- Attend all meetings, church services, and activities at Diocesan and NAC events
  - Attend NAC Leadership Training
  - Help to keep the pace of the meetings up tempo
- Adhere to all deadlines
- Provide opportunities for the group and individual involvement
- Be organized
- Enforce all rules and regulations

### **Specific Duties**

- Make each meeting's agenda and make plenty of copies
- Send out agenda prior to meeting for officer approval
  - Distribute agenda to chapter Presidents, committee chairs and executive committee at least 30 days in advance of meeting
- Run each General Meeting
- Run an Executive Board meeting the night before the General Meeting with the Executive Board and committee chairpersons (optional)
- Get candy for the meetings (optional)
- Contact chapter Presidents and committee chairpersons on a regular basis
  - Get credentials from Secretary
  - Inform of activities
  - Reminder emails
  - Prepare mailings for important events
  - Make sure they have reports for the Delegates Meeting and the PLC
- Communicate with officers, Spiritual Advisor, and Youth Director regularly
  - Make sure they are doing their job
  - Remind them of current tasks and activities
  - Put together calendar/"to-do" list of events on a regular basis so officers can stay on track
- Keep in close contact (at least monthly) with Diocesan Bishop, NAC President, chairman of Dept. of Youth Ministry, and NAC Spiritual Advisor
- Pick the committee chairpersons for the year in consultation with executive board and advisors
- Make sure each executive board member is doing his/her job
- Represent your diocese at the NAC meetings
  - If you are unable to attend the NAC meeting, make sure the diocese is still represented (Spiritual Advisor, Youth Director, Vice-President, Treasurer, and Secretary – in that order)
- Write up a diocesan report of the diocese's activities for each NAC meeting
- Make sure a list of credentials is made up preferably by the Fall Delegates Meeting
- Relay NAC information to your Diocese via e-mail, mailing, and/or phone calls

- Send out e-mails, mailings, and/or phone calls to the diocese giving updates and reminders about events
- Keep in contact with the Fellowship of St. John the Divine, the Antiochian Women, and the Order of St. Ignatius
  - Briefly explain what Teen SOYO is doing at their meetings
- Make sure the diocesan business runs smoothly
- Run the nominations at the Spring Delegates Meeting
  - Make sure nomination forms are sent out beforehand
  - Include list of officer duties with nomination form
- Get forms out to the diocese at the Spring Delegates Meeting (committee chair forms, officer nomination forms, special funds nomination forms, most active chapter forms, etc...)
- Make sure the Secretary stays up-to-date with the constitution
- Put together monthly newsletters
- Update website as needed
- Participate in Parish Life Conference planning
  - Get registration and hotel info out to teens
  - Keep in touch with host parish priest and SOYO chapter
  - Get information on Teen SOYO events in order to prepare
  - Prepare information for meeting
- Write thank-you notes on behalf of diocesan SOYO
- Pray for chapters in Diocesan SOYO and all the SOYO members, priests, and members of the Archdiocese
- Call executive meetings when necessary
- Provide positive leadership and stimulate spiritual growth
- Encourage respectful expression of individual ideas
- Provide opportunities for the group and individual involvement
- Have an outline of activities/goals/etc. planned for the year



## **Diocesan SOYO Vice President Duties**

***“I can do all things through Him who gives me strength.”  
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**Above all, make sure God is the center of everything you do as Vice President – your job is to work for the glory of God. You are a leader of your Diocesan SOYO. Lead by example, because whether you realize it or not, the other teens look up to you, respect you, and watch every move you make; which is why they elected you. It is essential that you act in an Orthodox Christian manner at all times, and serve as a leader and friend to all teens.**

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- Provide positive leadership and stimulate spiritual growth
- Be F.A.T.: Flexible, Available, and Teachable for Christ and His ministry
- Pay attention at all meetings and add positive and constructive input
  - Never put other people and their ideas down, even if you do not agree with them
- Listen to everybody (SOYO members, priests, lay advisors, etc.) A lot of people have great ideas, so always listen to them!
  - Encourage respectful expression of individual ideas
- Stay in close contact with
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  - The other Diocesan Officers, Spiritual Advisor, and Youth director
  - Chapter SOYO Presidents in your Diocese
  - Diocesan Priests (include in diocesan e-mail distribution lists)
- Assist other officers with anything they may need
- Make yourself easily available for questions to the local Teen SOYO chapters
- Put contact information on everything! (e-mails, letters, etc.)
- Attend all meetings, church services, and activities at Diocesan and NAC events
  - Attend NAC Leadership Training
  - Help to keep the pace of the meetings up tempo
- Adhere to all deadlines

- Provide opportunities for the group and individual involvement
- Be organized
- Enforce all rules and regulations

### **Specific Duties**

- Help and assists the President, Youth director, and Spiritual Advisor, with whatever they need help in
- Head up nominating committee
- Oversee all diocesan committees and provide support and guidance to each committee chairperson
  - Keep in close contact with the committee chairs – make sure they are successfully doing their jobs
- Help with email newsletters, phone calls, and updating website
- Stay in close contact with fellow officers, Spiritual Advisor, and youth director
- Preside over meetings in the absence of the President
- Act in absence of the President and will perform such duties as delegated by the President, such as executing decisions made by SOYO, maintaining and promoting the goals of SOYO
- Reside as an *ex officio* member of all committees, corresponding between committee meetings and general meetings
- Be at the President's disposal to do whatever they may need (make phone calls, send letters, send e-mails, etc . . . ).

## **Diocesan SOYO Secretary Duties**

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### **Specific Duties**

- Take minutes at all meetings
- Take attendance at the meetings
- Keep records of all the papers passed out at the meetings
- E-mail minutes to officers, Spiritual Advisor, and Youth Director no later than two weeks after the meetings
- Get the minutes to everyone at least 2 weeks before the next diocesan meeting to remind them of what went on and in case there are any problems with what people remember
- Send out minutes no later than one month after the meeting.
- Resend out minutes thirty (30) days prior to general assemblies so teens can review the minutes again as they must be accepted at the meeting
- Maintain records of minutes between meetings
- If necessary, read minutes at meetings in order to approve
- Gather credentials from chapters
  - Set deadline
  - Create email distribution lists
  - Put together list of chapter Presidents' information for Diocese and NAC SOYO
  - Contact chapters occasionally to find out about any changes in credentials
  - Give Credentials Report at the meetings
- Help with email newsletters, phone calls, ad updating website
- Take minutes during conference calls
- Compile newsletter
- Make sure the constitution is up to date
- Make sure Constitution is being followed
- Work with the President to create the agenda for the upcoming meeting
- Assist the President, vice President, and Treasurer with any task they may need
- Send out thank you cards for the diocese
- Keep tabs on what the other officers are doing and if they need help with organizing a project keep track of the people who decided to help them
- If there are multiple events happening in certain months make lists of who signed up for what and call them reminding them at least 2 weeks before the event occurs.
- Keep all SOYO records
- Maintain organized records and must always be on top of things

## **Diocesan SOYO Treasurer Duties**

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### **Specific Duties**

- Maintain financial books throughout term
- Make certain that all checks have two signatures (at least one should be either the Spiritual Advisor or the Youth Director)
- Keep up with all incomes and expenses
- Set deadline for dues
- Collect dues from parishes
- Make sure chapters are informed of dues system
  - Send out emails
  - Call chapter Presidents and/or parish priests
  - Mail notices to unpaid chapters
- Take charge of fundraising and gather ideas for new fundraising tactics
- Prepare financial reports for Diocese General Assemblies and NAC reports
  - Email to officers for approval prior to meetings
- Present financial reports at general assemblies
- Help with email newsletters, phone calls, and updating website
- Attend each meeting and make plenty of copies of the report (if you cannot attend the meeting, make sure the Advisors and President are informed and you have your report with sufficient copies at the meeting)
- Keep a running balance of the money for the diocese
- At meetings collect money for the Special Funds Collection
- Send out sufficient emails throughout the year informing the diocese of the finances of the region and asking for dues
- Make sure each parish is up to date in paying there dues and assessments money
- Pay your diocese's NAC dues by the Midwinter Meeting (\$75 per chapter in the diocese), Youth Workers Fund, and anything else required
- Pay all bills for the rooms and transportation of delegates to NAC events (depending on your respective diocesan constitution)
- Send invoices and bills to churches that have not paid their dues for the year after the fall Delegates Meeting
- Have financial reports for the Delegates Meetings and NAC meetings
- Keep the executive board up to date on financial status
- Save all receipts

## Expectations

- Use Quicken to organize your transactions
- Make regular backups of your data
- Keep extensive notes
- Make copies of all ingoing and outgoing checks
- Stay organized
- Email Fr. Joseph Purpura (frjoseph@orthodoxyouth.com) to keep him updated, and ask him for printouts of your account activity. You need to make sure your records match up with the bank's.

## How to Write a Check Without Quicken

- Next to "Pay to the Order of" Write the payee's full name
- In the smaller space directly to the right of the "\$" write the amount with the decimal amount as a superscript. Ex: \$542<sup>.37</sup>
- Next to "Date", put the date in the form mm/dd/yyyy. Ex: 7/29/2010
- On the line directly beneath the payee's name, write the dollar amount without using numbers. Do not write "five hundred and forty two dollars and thirty seven cents." Separate the words as much as you can. For example, "Five Hundred and Forty and Two and-----37/100."
  - This should fill the entire line. Leave no space for someone to change the amount.
- Beside "Memo" write what the check is for. Ex: "NAC Dues"
- If there is room, try to fit in the address of the payee above the memo.

## How to Deposit a Check

- Take a deposit slip and fill it out with the check's number and amount.
- Take it to the bank and give the teller the check and
- Get a receipt for your deposit and file it away with everything else.

## After I Write or Receive a Check, What Should I Do?

- Make a copy of the check.
- If you wrote the check, staple the copy to the receipt (which you need to have) and file the copy away, and mail the check off as soon as possible.
- Open Quicken and add the transaction.
- If you received the check, deposit it as soon as possible

# Quicken

## Adding a Transaction

- Open Quicken.
- Select “Banking” tab.
- If you are recording a check you wrote, under “Out” click “Add Transaction.”
- If you are recording a check you are receiving, under “In” click “Add Transaction.”
- Fill in all pertinent information including names, addresses, amounts, dates, check numbers, and categories.
- Click OK.

## Backing Up Your Financial Data

- Insert your flash drive
- Open Quicken
- On the Menu Bar, select “File” and then “Backup”
- Make sure “On My Computer” is selected
- Click “Browse”
- Select your flash drive under “My Computer”
- Check the box that says “Add the date to the file name”
- Click OK.