



Duties of Executive Members

The following is a list of characteristics to consider for the executive positions. It is also noted that the position names are flexible, and can be adapted (within reason) as necessary.

President - Charismatic, good negotiator, energetic and very motivated. The diplomat and general.

Treasurer (Finance Director). Responsible, methodical, trustable. You want someone who is ready to question the need for this-and-that, and that will keep track of expenditures and budgets and take the initiative to report mistakes or over-spending.

Communications / Technical Director. If you want to have a web site, you need someone with technical competence, and the inclination to take initiative to continuously update. This person might also consider preparing a regular newsletter.

Project/Event Directors. Each in charge of managing a project or event, from planning to post execution (i.e. cleanup, thanking sponsors, completion of financial activities for event). They should be mini-presidents, able to build and lead their own event committees, solve problems, and get things done.

The following detailed duties are much more than outlined in the CYMK-UOY bylaws, and recommendations rather than requirements.

Duties and Responsibilities of President:

- Preside over all meetings (although it is recommended that the role of chairperson be rotated among meeting attendees, to encourage learning)
- Make an annual presentation at Parish Feast Day Celebration of past activities and future plans, as well as a donation to the parish, in thanks.
- Make an annual report at the Parish Annual General Meeting
- Ensure that there is at least one monthly CYMK-UOY meeting.
- Have authority to execute decisions made by CYMK-UOY.
- Ensure that other officers have the tools they need to perform their duties and keep them on task.
- In some parishes, the CYMK-UOY President is a member of the Parish council, and may have a vote. If the local parish Council requires it, President must attend and participate in Parish Council meetings.
- (Recommended) Attend the annual Eparchial Conference, and answers questions as necessary – if not able to attend, then another executive member in their place
- Submit greetings for the Bishop's Levy



Duties and Responsibilities of the Vice President:

- Act in absence of the President and perform such duties as delegated by the President.
- (Recommended) Be an ex-officio member of all CYMK-UOY committees.
- Assist the President in performing his or her duties if necessary.
- Be responsible for reviewing any incoming correspondence and reporting to the executive
- Sending reminder for meetings and events by confirmed means of communication (email, text, social media etc.).
- Update all marketing channels with news about upcoming events and past events (social media, webpage, bulletin board etc.)

Duties and Responsibilities of the Secretary:

- Maintain all records of CYMK-UOY and archive them.
- Sign all documents as necessary.
- Assist the President in conducting all business affairs of CYMK-UOY.
- Keep records and books accessible at all times for the inspection of CYMK-UOY members.
- Take minutes at all Regular, Special, Joint and Executive Committee Meetings (although it is recommended that the meeting note taker be rotated each meeting, to encourage skill development).
- Distribute minutes of the most recent Regular Meeting no later than fourteen (14) days prior to the next Regular Meeting.
- Work with the historian to keep records of meetings and events.

Duties and Responsibilities of the Treasurer:

- Keep the records of the membership, the membership fees and dues
- Maintain an efficient system of accounting.
- Receive all general operating funds paid to CYMK-UOY and deposit the same in official depositories designated by CYMK-UOY within five (5) business days.
- Make disbursements, as approved and ordered by CYMK-UOY, within ten (10) business days.
- Submit a financial statement at all General Meetings and at such times, as CYMK-UOY may require.
- Submit an annual Financial Report of CYMK-UOY to the Parish Council and General Parish Meeting, as designated by the Parish Council.
- Ensure that National dues are paid in a timely fashion.