



**КРАЙОВА УПРАВА СУМК**  
**СУМК – U.O.Y. NATIONAL EXECUTIVE**  
**EXECUTIVE NATIONALE DU СУМК J.O.U.**

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### **Role of National Executive**

The role of the National Executive is unclear in the CYMK-UOY Bylaws, merely specifying that it must manage the affairs of CYMK, as well as send out the newsletter “Zaklyk.” Based on previous examples, and general organizational practices, the role of the national CYMK-UOY Executive can be summarized by the following (order does not indicate level of importance). It is responsible for:

- Growing, managing, and tracking the membership database (member data and funds)
- Outreach
  - Representing CYMK-UOY at Local, Regional, National and International community events, as necessary
  - Publicizing (external) the organization with digital means and others
    - Social Media
    - Newsletter
    - Website
    - Other means, as necessary
  - Internal Communications through appropriate media
  - Managing and raising funds to help offset programming costs
  - Programming
    - Fulfilling Resolutions as set by the delegate body
    - National events, workshops, programs as per Resolutions and Executive
    - Planning and organizing the CYMK-UOY program at the National Convention
    - Developing the alumni community

### **Duties of Executive Members**

The following duties are expanded on the ones outlined in the CYMK-UOY Bylaws, and include recommended duties. It is expected that the Executive meet at twenty (20) times during the term. It is recommended that Executive members expect to spend between 2-6 hours per week fulfilling their duties.



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### **Duties and Responsibilities of the President:**

- *Oversee all activities of CYMK-Ukrainian Orthodox Youth*
- *Attend all Executive meetings*
- *Is responsible for the management of CYMK-UOY and shall coordinate all Executive members*
- *Is responsible for all the CYMK-UOY affairs*
- *Call and preside over all Executive meetings (although it is recommended that the role of chairperson be rotated among meeting attendees, to encourage learning)*
  - Ensure that there is at least one monthly CYMK-UOY meeting
  - Make each meeting's agenda
  - Send out to Executive members for approval and added topics
- *Represent CYMK-UOY to the public as an official spokesperson*
  - Give greetings at National functions, as necessary
  - Attend required events, as necessary (see attached list)
- *Serves as an official representative to any formal organization:*
  - This includes serving as an official representative to:
    - National Executive Committee (NEC)
    - Ukrainian Canadian Congress (UCC) – if no specific UCC Representative assigned from the Executive committee
    - Ukrainian World Congress (SKUMO) – when organization ready to become involved
    - Ukrainian Orthodox Church of Canada (UOCC) Joint Standing Committee
      - Sobor Youth Program Committee
    - Ukrainian Self-Reliance League (CYC/USRL) Joint Standing Committee
    - Youth Initiative Task Force (YIT)
  - Serving as a liaison, by submitting a report of CYMK activities for each meeting and attending meetings as requested
  - Attend other National committee meetings as necessary (or appoint representative)
- *May delegate one of the position's responsibilities or tasks to any other Executive member*
- Report annually to the CYMK-UOY membership and community
- Have authority to execute decisions made by CYMK-UOY
- Sign all documents as necessary
- Ensure that other members have the tools they need to perform their duties and keep them on task



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- Work closely with Advisors, Chaplain, and Youth Coordinator(s) in all matters (although they are there to guide, advise, and help).
- *Maintain a close contact with (at least monthly):*
  - *National Executive Members*
  - *National Advisors*
  - *National Chaplain*
  - *Local CYMK-UOY Presidents and Advisors*
  - *National Youth Organizer/Coordinator(s)*
  - *National Membership (through email messages, short video or successful other digital means)*
- *Submit an annual President's Report upon Convention, available to all local members*

#### **Duties and Responsibilities of the Vice President:**

- *Act in absence of the President and perform such duties as delegated by the President.*
- *Assist the President in performing all business affairs of CYMK-UOY*
- *Attend all Executive meetings*
- *Assist the President with responding to incoming correspondence*
- *Assist President with the coordination and maintain contact with all CYMK-UOY local Presidents and Advisors*

#### **Duties and Responsibilities of the Secretary:**

*The secretary's job is primarily recording work.*

- *Attend all Executive meetings*
- *Maintain a minute book (hardcopy or digital)*
- *Maintain all records and events of CYMK-UOY and archive them*
- *Assist President with informing, and confirm attendance with, all Executive members of all meetings, and important decisions, in their absence using confirmed means of communication*
- *Assist President with regularly checking and responding to the CYMK e-mail database*
- *Be responsible for taking minutes at all meetings (although it is recommended that the meeting note taker be rotated each meeting, to encourage skill development)*
- *Distribute minutes (to the Executive members) of the most recently monthly meeting no later than fourteen (14) days prior to the next monthly meeting*



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- *Organize a To-Do list shortly after all monthly meetings, to provide an accessible platform for Executive members to follow and complete, in order for Executive to be ready and discuss working projects by the next monthly meeting date*
- *Membership*
  - *Keep and maintain the archive of all past and present locals and membership list*
  - *Keep and maintain an accurate and up-to-date membership list of member, with current name, address, age, local and parish, e-mail and telephone information, and permission to be on photographs*
  - *Respond to any correspondence regarding membership fees, forms, or membership numbers, and contact information*
- *Correspondence Duties:*
  - *Prepare the directory of the National Executive members and advisors and distribute it to the NEC members, to the Communication Director to post to the website, immediately following the Convention*
  - *Updating the stationary (letterhead) and distributing to all Executive members*
  - *Annually updating the directory of local presidents, Advisors, Chaplains, and Youth Coordinators, and distributing it to the Executive members.*

**Duties and Responsibilities of the Treasurer:**

- *Attend all Executive meetings*
  - *Provide monthly updates on National CYMK-UOY's financial situation at all monthly meetings*
- *Maintain an efficient system of accounting*
  - *Have an organized database with all financial National CYMK-UOY income and expenses – including person/organization, dates, purpose, and amount*
  - *Write/send and deposit cheques on behalf of the Executive when an Executive motion is carried to do so*
  - *Maintain good communication with two-three Signing Officers (all members of the National Executive)*
  - *Maintain good communication with the bank the National CYMK-UOY account is under*
- *Keep the records of membership fees and dues, alongside the Secretary's membership list*
  - *Set deadline for National membership fees and dues*
  - *Collect National membership fees and dues from Local Executives*
  - *Make sure Local Executives are informed of the due-system*
    - *Send out e-mails, call Local President and/or Local Treasurer*
    - *Mail notices to unpaid Local Executives*



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- *Ensure that all payments for website are paid for when due, such as domain name*
- Draft a budget for each fiscal year, and be responsible for its realization
- Propose a budget for various events, including the National CYMK-UOY program
- 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
- Prior to payment, verify the necessity of all expenses with the President
- Prepare disbursement and reimbursements, as approved and ordered by CYMK-UOY, within ten (10) business days or whenever needed
- *Balance the cheque book monthly*
- Take charge of fundraising and gather ideas for new fundraising tactics, alongside Executive
- *Ensure that National fees and dues are paid in a timely fashion*
- *Submit an annual Financial Report to the CYMK-UOY membership and upon the Convention, available to all local members*

**Duties and Responsibilities of the Communications Director:**

*The Communication Directors responsibilities are primarily media based, more so than corresponding*

- Attend all Executive meetings
  - *Provide monthly updates on National CYMK-UOY's Media situation at all monthly meetings*
- *Is responsible for functioning the CYMK-UOY website (desktop and mobile versions)*
  - Update the website at least 2 times (2x) per month with news
  - Fix technical issues as they come up
  - Updating the archive with old and new reports, newsletters and greetings, upcoming events, news and announcements, photographs, and contact information
  - Chaplain's Corner videos or pod-casts
- *Regularly collecting photographs, videos, news, and written updates from Local Executives*
- *Curate, write, and produce the monthly e-mail Newsletter, and any other publications as deemed necessary*
- *Maintain database of all Past and President CYMK-UOY members' e-mails and individuals registered for Monthly Newsletter*
- *Actively monitor and engage with National CYMK-UOY's social media channels (Facebook, Instagram, and YouTube)*



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- Facebook
  - Create and post new content approximately two times (2x) per week
  - Share content from other pages approximately two times (2x) per week
  - Other channels include the CYMK-UOY Local pages, Ukrainian events, Ukrainian Canadian Congress (UCC), Ukrainian Orthodox Church of Canada (UOCC) Eparchy pages, Ukrainian-related posts, Canadian-related posts, Orthodoxy-related posts
  - Post “Happy-Birthday” posts to Executive members, tagging them
  - Regular *video* or written (quarterly) updates from the President
  - Script, film, produce short welcome-videos of Executive members
- Instagram
  - Create and post new content approximately two times (2x) per week
    - Including photographs and videos from National CYMK-UOY executive members, events, and updates; Local CYMK-UOY Executive members, events, and updates; or from other Ukrainian, Canadian, or Orthodoxy pages listed above.
    - Post “Happy-Birthday” posts to Executive members, tagging them
- YouTube
  - Edit and produce:
    - Chaplain’s Corner videos or pod-casts
    - Video-version of newsletter
    - Regular *video* or written (quarterly) updates from the President
    - Script, film, produce short welcome-videos of Executive members
    - Make slideshow with Local and Executive CYMK-UOY photographs, or share videos made by Local or Executive CYMK-UOY members
- Create, write and edit a Wikipedia page about National CYMK-UOY, in conjunction with the Secretary
- Develop and implement Social Media Campaign plans as necessary for special events or the Convention

### **Duties and Responsibilities of the Past-President:**

*The National Past President automatically resides on the newly elected Executive with another term of 3 years. The newly elected National CYMK-UOY should contentiously keep the Past President “in-the-loop” with National CYMK-UOY progression.*

- Listen in on all Executive meetings
- Acts as a mentor and supporter to the National CYMK-UOY President





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- Ensure continuity, change, and succession of the newly elected CYMK-UOY Executive
- Answer any questions or inquiries the newly elected CYMK-UOY Executive have
- Provide advice, guidance, and assistance to the newly elected CYMK-UOY Executive
- Assure all newly elected CYMK-UOY Executive members know their roles, duties and responsibilities to complete a successful 3-year term
- Provide ideas for the new CYMK-UOY Executive to implement for any pioneering or nouveau projects
- Assist with contact information of CYMK-UOY Alumni and individuals from the Ukrainian Canadian community and Ukrainian Orthodox organizations and committees

**Duties and Responsibilities of the National Advisor(s):**

- *Oversee all activities and projects of CYMK-UOY*
- Attend all Executive meetings
  - Keep them accountable to themselves, remind them to keep each other accountable (outside of meeting)
  - Nudge them when things slow down, or things did not happen
  - Give reminders during meeting if something was forgotten or carried out incorrectly
- *Advise the Executive*
  - Encourage team-work, and be aware of group dynamics
  - If things are getting uncomfortable, help President to address said situations outside of meeting
- *Respond to National CYMK-UOY Executive e-mails, or when Executive members are questions or concerns, provide guidance and assistance*
- *Work with Local CYMK-UOY Advisors*
  - Maintain a contact list of all Local CYMK-UOY Advisors
  - Keep them up-to-date with National CYMK-UOY Executive projects and news
  - Answer any questions Local CYMK-UOY Executive Advisors may have
  - Provide National CYMK-UOY Executive members with information, ideas, concerns, or questions Local CYMK-UOY Executive advisors have
- Assist with ideas, planning and supervision of the National Convention youth-program, including the preparation and mailing of the Convention Rules and parental consent forms
- Aid in preparation of the National budget each year
- Oversee the transfer of records to newly elected Executive members



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### **Duties and Responsibilities of the Chaplain:**

The CYMK-UOY Chaplain is appointed by the Metropolitan of the Ukrainian Orthodox Church of Canada. *He serves as the Spiritual Advisor of CYMK-UOY.* In this capacity, the Chaplain:

- *Oversees and provides spiritual guidance to the National CYMK-UOY Executive throughout the year, and to the Convention.*
- *This includes spiritual advice on the inter-workings of the Executive, all projects undertaken by CYMK-UOY, and the relationship of CYMK-UOY with all Church organizations.*
- *He serves as the official liaison between the Executive and the Metropolitan.*
- *He is also to write/record a monthly article or podcast for “Chaplain’s Corner” to be produced on the website/newsletter/YouTube.*
- *Assists with advice on maintaining contact and good relationship with the Metropolitan and Bishops of the Ukrainian Orthodox Church of Canada (UOCC)*
- *When needed, provides contact information to National CYMK-UOY Executive of:*
  - Lists of Ukrainian Orthodox Church parishes across Canada
  - Clergy from the Ukrainian Orthodox Church of Canada
  - Parish Council Presidents and other Executive members
  - Members of the Consistory Board of the UOCC
  - Other committee members of the Consistory of the UOCC

### **Duties and Responsibilities of the Youth Administrator(s)/Coordinator(s):**

Sponsored by the SUS Foundation of Canada, the Youth Coordinator is a dynamic, results oriented individual to coordinate the activities of CYMK-Ukrainian Orthodox Youth (UOY) and increase its membership across Canada. CYMK-UOY is a National youth-led organization affiliated with the Ukrainian Self-Reliance League and the Ukrainian Orthodox Church of Canada. The administrator will report directly to SUS Foundation of Canada.

- *Participate in all National CYMK-UOY monthly meetings*
- *Work with directives developed by CYMK-UOY National Executive and its Advisors*
- *Establish and maintain databases, contact lists, membership lists, and archive records*
- *Develop leadership and fellowship programs as well as operating procedures*
- *Monitor and report on programs as directed*
- *Assist with CYMK-UOY’s National Executive in maintaining the website and social media presence*
- *Assist CYMK-UOY’s National Executive with newsletter development and distribution*
- *Help organize conferences, convention programs, and retreats*





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- *Work with CYMK-UOY's National Executive to liaise with CYMK-UOY Local branches, USRL, and UCC organizations*
- *Work with National Executive, USRL and UOCC parishes to increase CYMK-UOY membership and locals*
- *As directed by National Executive to liaise with clergy, hierarchy and administration of the Ukrainian Orthodox Church of Canada (UOCC)*
- *Visit branches as directed by the National CYMK-UOY Executive*