



DUTIES & RESPONSIBILITIES OF CLUB OFFICE BEARERS

- Ym Francis P S

GENERAL

- ◆ Plan your work and work your plan
- ◆ Make your club a vibrant club
- ◆ **Be clear about Ysdom movement** and your responsibilities.
- ◆ Be conversant about Constitution, Protocol and other formalities for meetings
- ◆ Be clear of what is expected from you.
- ◆ Set goals - mainly based on Award Criteria.
- ◆ Appreciate the good job done by any member
- ◆ Be democratic as far as possible.
- ◆ Make every member proud as Y's Man, Y's Menette and Y's Ling.
- ◆ Grow as a Family Club. 'Onward with family'
- ◆ Be secular in outlook and actions
- ◆ Attend all meetings organized by District, Zone, Region as mandatory
- ◆ Do not allow ego to come as a hurdle

PRESIDENT

- * Remember you are the most important member of your club and Presiding Officer during all club & Board meetings
- * Your actions should be positive and effective
- * Talk less and work more
- * Plan your work and then work your plan. Prepare a calendar of events for the year
- * Build a compatible team to assist you.
- * Devise a suitable budget in consultation with Treasurer
- * Finalise the Agenda for meeting in consultation with the Secretary and other officers.
- * Start the meeting and close the meeting on time.
- * Before starting meeting, ensure that Secretary and Y's Guy have carried out their duties.
- * Entrust the duty to Secretary for announcing details of circulars / communication from District/ Zone / Region etc to members.
- * Inspire members to take up noble projects.
- * Make meetings, Projects and Functions interesting and attractive to members and useful to the community.
- * Ensure that Secretary sends reports regularly to designated officers.
- * Ensure prompt payment of all dues.

- ✿ Ensure good participation by Club in International Projects like ASF, BHF, TOF, EF, RBM, YES, etc.
- ✿ Promote Brotherhood among members.
- ✿ Send filled up ballot papers to IHQ on time.
- ✿ Concentrate on Extension and Membership Conservation / increase
- ✿ Motivate members to actively take part in Inter club meetings, District, Zonal and Regional activities
- ✿ Utilise inherent talents of members.
- ✿ Develop good leadership in clubs, including Y's Lings
- ✿ Attend promptly to all correspondence

SECRETARY

- ◆ Remember, you are the chief executive of your Club.
- ◆ Club expects promptness, dedication, practical wisdom and hard work from you.
- ◆ Assisting President in arranging and conducting Club and Board meetings is one of your important duties.
- ◆ Send advance notice to all members on meetings and other functions and follow up over phone.
- ◆ Monitor, discuss and follow up the Plan / Calendar of events
- ◆ Prepare agenda for meetings, in advance, in consultation with President.
- ◆ Record minutes of meeting, when required .
- ◆ Place all important correspondence / information before Board and Club meetings.
- ◆ Attend to correspondence promptly and assist President in all correspondence.
- ◆ Prepare and send monthly reports to reach designated officers on time.
- ◆ Keep your membership register with address, phone number, date of birth, wedding anniversary etc updated
- ◆ Maintain History of club on continuous basis
- ◆ Update your mailing list
- ◆ Take care of all club properties and bring required items for meetings
- ◆ Get Charter from your IPS in the beginning of the year and hand it over to Incoming Secretary at the end of the year.

Treasurer

- In consultation with Board, prepare budget for the year, after taking into consideration all likely expenses and income.
- Based on the above, fix up monthly subscription
- Be ready at every meeting, at least 15 minutes ahead of scheduled time, with updated membership register of payment of subscription. Collect dues from members before starting the meeting.
- Receive and control all accounts of Club funds and administer the same.
- Keep a full and correct account of all income and expenditure and submit it at each meeting.
- Operate Bank account jointly with President and Secretary
- Give quarterly notice to members, if there are arrears from them.

- Remit International/Area/Regional/District and any other special dues on time.
- Get the final accounts audited and present it in the last general body meeting of the year.

Editor

- ℳ You are the main communicator of your Club.
- ℳ Convey directives from District/ Region/ Area/ International through bulletins to your Club members.
- ℳ Carry messages from Ym, Ymt & Yslg Presidents and also reports by Ym, Ymt & Y's Ling Secretaries in Bulletins.
- ℳ Publish personal achievements of members in Bulletin.
- ℳ Convey Birthday/wedding Anniversary greeting to members through Bulletins, even if they are regularly announced in the Club.
- ℳ Include other items of general interest like Quotable Quotes, Recipes, Poems, Quiz etc in the Bulletin.
- ℳ Try to make your Bulletins self financing by way of advertisements.

Y's Guy

- * You are to be the most active life center of the club during meetings
- * Organise the Club meetings well and disciplined.
- * It is your duty to place Flags, Gong, Banner etc properly in the meetings and to adorn collar on President.
- * Ensure that Protocol is followed in seating guests, giving assignments etc. during meetings.
- * Promote harmony and fellowship between members. Try to shower praise and compliments more than criticism.
- * You are authorized to put small fines on members for late coming failure to wear lapel pin etc. All money collected should be handed over to Treasurer for TOF Funds. Never offend members by your actions in fining etc.
- * No member shall be fined for more than once in a meeting.
- * Y's Guy's decision in imposing fines cannot be questioned. He shall not be fined except by unanimous vote of all members present.
- * Guests shall never be fined.
- * Y's Guy should be a senior member of mature character, who can discharge the responsibilities in the best interest of the Club and our movement.

RULES OF PROTOCOL

For the sake of uniformity in recognising various persons in the hierarchy, when they are invited for meetings, it is essential that we follow a definite order, which is normally reflected in Protocol'. It is highly unlikely that all these officers will attend a meeting together. But every officer right from IP is included in the list only to help Organisers to honour the protocol for those officers who attend the meeting. When we invite officers to the dais, limit the number as you wish, but invite them in ascending order from the bottom of the protocol. During visit of dignitaries like AP, RD, LRD, DG, Outside Guest etc, he/she is invited last to dais to give them more prominence and attention. When we address them, do it in descending order from the top official for the particular meeting, as per protocol, with Chief Guest addressed next to the Presiding officer. Only the first speaker need address everybody on the dais by name and designation. Rest of the speakers need address only Presiding officer and Chief Guest by name and designation. Others in the meeting may be addressed as a group like 'other leaders on and off the dais, fellow Y's Men, Menettes, Lings and Guests... On the dais, Presiding officer will sit in the middle. Dignitaries will be seated on left and right alternatively, in descending order. Dignitaries will have to be well received at the entrance to the meeting and well attended to, till they leave the venue.

Club Meetings

- 1 Club President.
- 2 IP/1IPE/IPIP/IT /1SG
- 3 AP/APE/1PAP
- 4 ICMs/1CMEs
- 5 Advisor to Area (if PAP)
- 6 PAPS/PICMS
- 7 YMCA Liaison Officer (National Level)
- 8 ISDs/PISDs (If PRDs)
- 9 RD/RDE/IPRD
- 10 Advisor to Region (if PRD)
- 11 AS/AT/ABE
- During official visit of dignitaries (RD/ LRD/DG) do not invite anybody in the rank above the dignitary so that the dignitary is given prominence in the meeting*
- 12 PRDs
- 13 LRD/LRDE/IPLRD
- 14 RS/RT/RBE
- 15 ASDs//PASDs (if PDGs) function
- 16 DG/DGE/IPDG
- 17 YMCA Related Secretary (Regional Level)
- 18 PLRDs/PDGs
- 19 RSDs/PRSDs
- 20 DS/DT/DBE
- 21 YMCA Related Secretary (Local YMCA)