

Italian Catholic Federation Branch 380: Duties of Officers

NOTE: Plain print indicates duties listed in ICF Branch By-Laws January 2006. **Bold print** indicates duties more specific to Branch 380 and approved by 2007 Branch 380 Officers September 2007.

- **Chaplain** - The Chaplain shall assist the officers in keeping the activities of the branch in harmony with the mission of the Universal Church. The Chaplain is likewise encouraged to promote and approve the work of the Apostolate and any and all efforts at Evangelization on the part of the branch.
- **President** - The President is the first officer of the branch. He or she shall preside at every branch and officers' meeting, be an authorized signatory on all branch accounts, see that every officer performs his/her duty and is responsible to see that the bylaws of the ICF are observed. Additionally, the President shall appoint all committees. In the case of a tie vote the President's vote shall decide. When a secret ballot is taken, the President is entitled to cast a vote. It is the duty of the President to examine and announce the results of all votes. The President shall not make nor second any motion nor take part in debate while in the chair and shall perform all the duties of his/her office in accordance with accepted parliamentary procedure.
 - ***Maintains communication with Branch Chaplain.***
 - ***Coordinates publication of Branch Calendar and submits updates to website.***
 - ***Works with Corresponding Secretary in submission of monthly Bolletino article.***
 - ***Prepares monthly agendas for Board Meetings and General Meetings.***
 - ***Serves as delegate to annual ICF Convention.***
- **First Vice-President** - The First Vice-President is responsible for monthly branch programs and in the absence of the President shall assume all of his/her duties and rights. Additionally, if there is no Second Vice-President, those duties shall be assumed by the First Vice-President.
 - ***Responsible for coordinating monthly meals.***
 - ***Will work with Charitable Works Committee and the Heritage Committee in combining their programs with the monthly meeting programs.***
 - ***Will be the contact person for reserving all facility dates with the Parish Center.***
- **Second Vice-President** - The Second Vice-President is responsible for all branch property and for arranging the meeting room. He/she may seek assistance if needed. He/she is also to carryout the duties of the President or First Vice-President in their absence.
 - ***Responsible for meeting room set-up which includes: microphone, lcd projector, children's activity box, officer table, flags, music, and all other dinner supplies.***
 - ***Responsible for maintaining all Branch cabinets.***
 - ***Responsible for opening/closing the Parish Hall and checking out/in all facility keys for monthly General Meetings.***
 - ***Responsible for purchasing meeting / dinner supplies.***
 - ***Coordinates members into monthly set-up/clean-up teams.***
- **Correspondence Secretary** - The Correspondence Secretary is responsible for the reading of all communications, assisting the president in preparing correspondence from the branch and notifying candidates for membership of their election. Whenever a successor to this office assumes the duties of Secretary, he/she shall deliver to the successor all documents and properties of the branch.
 - ***Oversees the writing and submission of the Branch 380 monthly ICF Bolletino article.***
 - ***Coordinates correspondence / publicity for Branch events.***
 - ***Coordinates the online E-vite program and Calling Post phone message.***
 - ***Monitors the ICF phone extension from the church and passes on all messages.***
 - ***Supports and works with the Membership Committee.***
 - ***Works with First-Vice President and President to gather/process Branch communications.***

- **Recording Secretary** - The Recording Secretary shall keep a record of the proceedings of each Board Meeting and General Membership Meeting. Whenever a successor to this office assumes the duties of Secretary, he/she shall deliver to the successor all documents and properties of the branch.
 - ***Provides assistance to Correspondence Secretary.***
 - **Financial Secretary** - The Financial Secretary shall keep a record of the finances of the branch and a record of all names and addresses of the members. The Financial Secretary shall give a receipt for all monies he/she receives. Copies shall be given to the Secretary for the record. The Secretary shall keep a record of all the members of the branch, showing the names, address, date of birth and date of admission. It is the duty of the Financial Secretary to notify members who are about to become delinquent in their dues and liable to suspension according to the bylaws. The Financial Secretary shall at the termination of his/her office deliver, to their successor, all properties of the branch and obtain a receipt for said property.
 - ***Maintains New Member Information Packets and ensures that each new member receives one upon joining.***
 - ***Submits names/birth dates of new members with children to children's birthday coordinator.***
 - ***Provides updated membership reports to Branch Officers and updated phone lists to members.***
 - ***Will serve on the Membership Committee.***
 - **Treasurer** - The Treasurer shall issue a receipt for all monies received, make authorized disbursements and keep an accurate record of all branch finances. He/she shall not make any payment nor dispose of any property except upon proper authorization for same as duly recorded in the branch minutes. He/she shall pay to the Central Council Office the per capita, assessments and whatever other payments are due from the branch. The Treasurer shall at the termination of his/her office, deliver to his/her successor all properties of the branch and obtain a receipt for said property. The Treasurer's books and accounts shall be reviewed by the President, Financial Secretary and Trustee(s) quarterly. On Branch checks that require 2 signatures, the signatories shall not be related either by marriage or by birth.
 - ***Prepares Financial Report for monthly Board Meeting (also to be used at General Meeting).***
 - ***Proposes and maintains yearly Branch budget.***
 - ***Will serve on the Fundraising Committee.***
 - **Orator** - The Orator shall lead the opening and closing prayer of the branch in the absence of the Chaplain. He/she shall work with the Apostolate Chairperson in promoting the religious program of the branch.
 - ***Will serve on the Charitable Works Committee.***
 - **Trustee(s)** - The Trustee(s) shall meet quarterly with the President, Financial Secretary and Treasurer to examine all receipts, disbursements and accounts verifying that all is in order prior to sending the Quarterly Report to the Central Council Office.
 - ***Each Trustee will assist on one of the following committees: Charitable Works, Heritage, or Social.***
 - **Sentinel** - It shall be the duty of the Sentinel to function as the greeter at all meetings, to notify the President of any guests, and to see that members are properly admitted when the meeting is in session. The Sentinel may be assigned the tasks of keeping the record of the members in attendance.
 - ***Maintains the Visitor Information Packet and ensures that each visitor receives one.***
 - ***Coordinates the 50/50 drawing at monthly meetings.***
 - ***Places follow-up phone call to all General Meeting visitors.***
 - ***Will serve on the Membership Committee.***
- ❖ Each elected Branch Officer is expected to attend monthly Board Meetings as well as monthly General Meetings. Per Branch By-Laws, Chapter XI Article 2 (H), "An officer who is absent for three (3) consecutive meetings without a good reason, forfeits his or her office."