



The USA Council of Serra International

President's Manual

"Pray, therefore, the Lord of the harvest to send out laborers into his harvest." (Mt. 9:38)

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INTRODUCTION:

A Call to Leadership

The role of president is a call to leadership, leadership through cooperation between all club members, leadership through group action. This year will demand extra effort, hard work, prayer and humble dedication as well as a thorough understanding of the duties of the office.

As the year unfolds, let the following principles prevail:

- accept and delegate responsibility;
- communicate and network with club officers and club membership;
- set goals;
- motivate club officers and members to action.

This manual is intended primarily for the club president. It also will be helpful to the members of the club board of trustees.

Being an Effective Club President

IT IS AN HONOR TO BE ELECTED PRESIDENT OF A SERRA CLUB. The club members have manifested their confidence in your ability to help the club realize the purposes for which it exists. The leadership you provide will determine the value and service of your club to your church and to your club members.

Resources

- Serra International Constitution and Bylaws
- USA Council Constitution and Bylaws
- USA Council Policy Manual
- Club Bylaws
- *Handbook for Serrans*
- Manuals of all other officers
- USAC Catalog of Merchandise
- *SERRAN* and *serraUSA* magazines
- *the Serra Leader* newsletter

RESPONSIBILITIES

- **Preside at club and board meetings**
 - prepare agenda with assistance of club board
 - conduct each meeting according to suggested Serra procedures
- **Schedule and utilize executive committee meetings to organize and implement club activities**
 - use the 15-month calendar in planning club activities
- **Appoint and oversee club committees**
 - network with committee chairpersons on committee progress
 - attend committee meetings as often as possible
 - coordinate work of committees; check for duplications
 - help chairpersons identify and understand their responsibilities and duties
 - make sure officers and chairpersons submit well-written reports on a regular basis; require timely and detailed minutes from the secretary
- **Work closely with the president-elect**
 - give him or her specific assignments to assist you in your duties and help prepare him or her for the presidential office
- **Represent your club:**
 - at all interclub meetings and activities
 - at international, national, district and regional conventions
 - in community
 - in its contacts with local bishop
- **Oversee development of club policy manual**
- **Perform such other duties as board of trustees may assign or as may be required by club's bylaws**
- **Serve as a member of district council**
- **Work with the district governor**
- **Prepare end-of-year report upon the expiration of term of office**
- **Induct new officers at first regular meeting in June**

Club Officers

THE CLUB PRESIDENT WORKS CLOSELY with the four vice presidents, the secretary, treasurer, chaplain and trustees to strategize, plan, promote and coordinate the activities of the club. As the club's leader, it is the president's responsibility to ensure that both the goals of the club and the objectives of Serra International are accomplished. The responsibilities of each club officer are listed below. A more complete description of each position as well as their respective committees is detailed in the officer manuals.

PRESIDENT-ELECT

Responsibilities

- prepares for his/her term of office; provides smooth transition and continuity in club programs
- assists current president by active participation in club planning and activities
- determines with current president how he/she may:
 - best assist president
 - prepare for his/her term of office

VICE PRESIDENT FOR VOCATIONS

Responsibilities

- chairs the club Vocation Committee
- coordinates and oversees all club vocation efforts
- promotes and encourages the formation of parish, diocesan and/or deanery church vocations committees
- invites and encourages the following to participate in club vocations efforts:
 - Serrans
 - club chaplain
- studies particular needs and concerns at the parish level
- considers possible club activities and plans those programs that offer the greatest promise with the Vocations Committee

VICE PRESIDENT FOR MEMBERSHIP

Responsibilities

- chairs the club Membership Committee
- coordinates and oversees all club membership efforts
- invites other club members to serve on this committee and as chairpersons of the following subcommittees:
 - Recruitment
 - Induction
 - Retention
 - Orientation
 - Extension
 - Mentoring

The President-elect . . .

. . . will conduct an organizational conference during the month(s) before all new officers take office. This meeting will provide an orientation for newly-elected board members, all officers-elect and committee chairpersons on the club's goals and expectations for the next year.

Executive committee meetings with officers before and during your term of office gets *all* officers working together on club programs and goals.

Continued on next page

All officers must develop plans for their term of office with the president and president-elect. When the board approves the plans, the plans are announced to members, and the programs are implemented.

Remove Serra's light from under the bushel. Increased awareness of Serra assists in membership activities.

Your Club and Your Diocese

Serra clubs assist the bishop in fulfilling one of his primary responsibilities - to promote vocations in the diocese. In many dioceses, the vocations office creates and executes vocation programs throughout the diocese. To ensure that the club works with the diocese, especially the vocations office, regular meetings with the director(s) of the vocations office and bishop are an opportunity to coordinate activities.

VICE PRESIDENT FOR PROGRAMS

Responsibilities

- prepares program "themes" for the year (see Programs Manual)
- chairs the club Programs Committee
- presides at meeting in absence of both the president and president-elect
- with the Programs Committee, plans, conducts and evaluates one year of bimonthly, educational Serra programs
- introduces speakers (or arranges for introduction)
- determines financial requirements of club programs
- coordinates programs with the club president and the club board of trustees
- ensures that the club programs clearly relate to the two objectives of Serra
- educates and informs club members on Catholic issues and subjects through programs (lectures, discussions, debates, videos or films and case studies)
- develops an evaluation plan for programs
- recommends Serrans for membership on the club program committee
- prepares an agenda for each program committee meeting
- through engaging, thought-provoking club programs, carries out the second principle of Serra, namely, to further Catholicism by encouraging members, in fellowship, through education, to fulfill their Christian vocation to service

VICE PRESIDENT FOR COMMUNICATIONS

Responsibilities

- chairs the club Communications Committee
- coordinates and oversees all club communications efforts
- with the Communications Committee, develops a long-range plan for public relations with specific goals for the current year
- establishes contact with and keeps the local media informed of Serra events:
 - Catholic newspaper editor
 - religious editors of secular newspapers
 - broadcast personnel
- keeps the *serraUSA* magazine informed of club events (see the magazine's *Callers to the Harvest* club activities section)
- keeps the district and region informed of club events
- serves on the club board of trustees
- develops a cadre of club spokespersons who are available to talk with the media as the need arises
- implements communications projects developed by the USA Council Communications Committee

TREASURER

Responsibilities

- obtains financial records of preceding fiscal years from predecessors
- takes charge of bank account
- arranges, through resolution, for new signatures in checking account

(checks are always signed by the treasurer and possibly countersigned by president or a vice president)

- reports financial status of the club at each trustee meeting
- reports delinquent members status
- has accounts audited at close of fiscal year
- remits club dues to USAC in timely manner
- pays speaker fee and expenses

SECRETARY

Responsibilities

- notifies members, in writing, of appointments to club committees and special assignments
- reports visiting Serrans to their home club
- publishes and maintains club committee lists
- works with the club newsletter editor on the club bulletin/newsletter
- assists the president in preparing an agenda for each club meeting
- attends board meetings
- prepares and maintains a current roster of members
- takes minutes of each meeting for the permanent file
- keeps accurate and permanent attendance records at all club meetings
- maintains the permanent club history
- authenticates, by signature, all records and documents
- brings a copy of the International Constitution and Bylaws, USA Council Constitution and Bylaws, and club bylaws to each meeting
- brings the club and USA Council policy manuals to each meeting
- writes letters of appreciation to speakers
- prepares periodic reports as required

CHAPLAIN

Responsibilities

- is familiar with the duties of each of the club officers
- attends:
 - every regular club meeting
 - meetings of the board of trustees
 - district meetings
 - Serra International conventions and regional/district conventions
- acts as the liaison between the club, bishop, local priests and religious, and diocesan vocations director
- oversees the spiritual development of the club members
- attends chaplain's workshop at Serra conventions and district meetings
- works regularly with the club committees in the following ways:

Programs

- organizes a resource group of priests, religious and Serrans to plan the year's program
- assists in the planning of a broad-based program
- suggests specific topics and speakers
- suggests books and pamphlets for study

Officer Manuals

It is the responsibility of the current club president to make sure that all officers obtain and review copies of their office's manual.

The officers' manuals are:

- President's Manual
- Vocations Manual
- Membership Manual
- Program Manual
- Communications Manual
- Chaplain's Manual
- Treasure's Manual
- Secretary's Manual
- Parish Vocations Activity Manual
- Trustees Manual

Manuals are available for download online at www.serraus.org, or for purchase at the USA Council office. Call 888-777-6681.

Vocations

- aids the committee in finding specific, material ways to create an atmosphere in which vocations can flourish

Membership

- screens potential Serrans
- shares his knowledge of the parish and diocesan structures
- suggests parishes from which new members could be invited
- introduces the membership chairperson to the pastors of parishes where Serra is not represented

Club Committees

As an **ex-officio member of every committee**, the president ensures that each committee functions effectively and contributes to the overall work of the club by appointing the members of each committee. Every club member has particular skills and interests; assignments can be made accordingly. The key to a successful committee, and successful club, is that each member takes responsibility for some aspect of the club's efforts. Committee appointments should be developed prior to taking office and announced soon after the president's election.

Committees should be organized prior to elections and begin meeting immediately after the elections. The president should help committees:

- plan the year
- set goals
- develop effective technique for discussing matters
- encourage the full participation of all members
- discourage any one person from "taking over"
- encourage creative discussions that stimulate new ideas

Relationship With the District Governor

The club president and district governor work together in five areas:

1. coordinating the governor's annual visit
2. forming new clubs (extension)
3. maintaining regular communication between the club and the governor
4. developing a district plan, especially in vocations and membership programs
5. membership on the district council

The Governor's Annual Visit

The district governor is required to make one formal visit to each club before the district/regional convention. The club president can assist the governor in preparation for and during his or her visit in the following ways:

- arrange the visit by correspondence no later than July 1
- suggest an alternate date in case of cancellation
- complete the current president's report of incoming officers by May 31
- complete the President's Report/Plan by May 31
- complete the incoming president's Spring Leadership Planning Conference Report by May 31
- announce the governor's visit several club meetings in advance to encourage good attendance, and advise club members that:
 - the governor will meet with the whole club either as a speaker or as a part of a forum
 - the meeting will focus on business matters only
- arrange for the governor to meet with the board of trustees
 - list questions and problems to be discussed
 - determine the specific committee matters to be addressed
- conduct a club review in advance of the governor's visit to determine club's strengths and weaknesses
- provide governor with any information to help with his or her review of the club's progress, including:
 - Incoming President's Report/Plan
 - Incoming Vice-president's Initial Planning Report
 - reports on events that have already taken place

Forming New Clubs (Extension)

- assist the governor identify areas where new clubs may be formed
- help establish district extension teams to charter of new clubs

Maintaining Regular Communication

- seek the governor's counsel on resolving club problems
- advise governor of unique programs and projects that could be adapted by other clubs
- coordinate any cooperative program or projects with district Serra clubs through the governor and district council
- send copies of all correspondence with USAC and other clubs to the governor
- use the governor as the club's liaison with USAC regional directors

The USAC Office

The USAC office houses the professional staff who keep the organization functioning on a day-to-day basis. The office is located at 65 East Wacker Pl., Suite 802, Chicago IL 60601. Phone: 888-777-6681. Fax: 888-777-6803.

The USAC staff:

- prepares timely, informative and educational literature
- updates manuals and literature as needed
- publishes *serraUSA* magazine and *the Serra Leader* newsletter
- provides information and assistance as requested
- organizes various meetings including SuperWeekend
- works with other vocations-related national organizations to further the objectives of the USA Council membership
- maintains the databases for USAC membership
- maintains the USAC website

As a resource, the office:

- mails out audio/visual aids and written material for club meetings
- sells Serra merchandise

Report forms are available at the back of this manual and at www.serraus.org.

Reports

The president is required to prepare formal reports twice a year. The following reports are required at the beginning of the fiscal year. These reports are due on May 31 :

- Incoming President's Report of Incoming Officers (Appendix G)
- Incoming President's SLPC Report (Appendix H)
- Incoming President's Report/Plan (Appendix I)

Each vice-president is required to submit planning reports for approval by the Club Board of Trustees at the June Board meeting (Appendix I-1 to I-4). These are internal planning reports and should be retained for review by the district governor during his or her club visit.

Copies of the Incoming Reports will be submitted to the current club president annually in early March.

The following reports are due prior to the end of the fiscal year on May 1 to the district governor and on May 31 to the regional director and to the Chicago office for the club's central files.

- Year-End President's Report (Appendix J)

At the end of each fiscal year each vice-president is required to submit a Year-End Report. While no date is specified it is strongly recommended that a draft of this report be given to the incoming vice-president for use at the Spring Leadership Planning Conference, and that a final report be given to the president for his or her use in preparing the Year-End President's Report. These Year-End Reports should be submitted to the Club Board of Trustees for their review and information (Appendix J-1 to J-4).

The club presidents and Board of Trustees are required to submit a Nominating Form for District Governor-elect to the District Council annually. The current governor is required to send the nominating form to the each club president at least 60 days prior to the SLPC. Appendix K is a sample of the current form.

Elections for USA Council Regional Directors are held annually. Regional directors in even-numbered regions are elected in even numbered years; regional directors in odd-numbered regions are elected in odd years. Each club in the region electing a new regional director should submit a Nominating Form during the fall but no later than December 1 to the chairman of the Regional Nominating Committee. The chairman of the Regional Nominating Committee will send the Nominating Form to each club president (Appendix L).

Meetings

PRIMARY RESPONSIBILITIES OF THE CLUB PRESIDENT are to lead Serra club, board and executive committee meetings. With the cooperation and guidance of the local bishop, club presidents ensure that the goals of USAC and Serra International are accomplished in his or her area. Regular contact with the district governor and the USA Council's regional director is recommended to keep updated with Serra's goals.

In addition, the club president is expected to attend and participate in president's training and the Spring Leadership Planning Conference, fall district/regional convention and international convention. District councils include the club presidents as part of their membership. President's active participation on the council will benefit the club and the district.

CLUB MEETINGS

As the presider at club meetings, the president conducts any brief business and oversees the planned program for that meeting. The meetings themselves are primarily the responsibility of the vice president for programs and the program committee.

Before the Meeting

- Review agenda so that the meeting lasts approximately one hour and a half. (See *Program Manual* for sample agenda and *Appendix A — Sample Club Meeting Agenda*)
- Be certain your committees have:
 - checked on speaker, food, physical arrangements
 - an alternate program available, in case one is needed
 - arranged to greet visitors on arrival
 - an efficient system of collecting meal fees (if necessary)
- Clarify instructions to other club officers or members on details and responsibilities that have been delegated to them.
- Encourage club members to invite guests and potential members:
 - to acquaint them with the goals and objectives of Serra
 - to meetings that may have special appeal to non-Serrans

During the Meeting

- Be confident, brief and audible.
- Adhere to the timetable as outlined in your agenda.
- Along with the board, take your place at tables two minutes before start time as reminder for the club to assemble.
- Ask the chaplain to say grace, or in the absence of a priest, do it yourself or ask another officer.
- Supervise the serving of meals; it should not be hurried or delayed.
- Introduce visitors (or delegate to another officer or member-host).
- Congratulate members on birthdays, anniversaries and honors received.
- Express sympathy for those ill or in sorrow.
- Conduct necessary business before the meal, if there is one. (Refer detailed and undeveloped matters to board and/or committee.)

Continued on next page

Suggestions for Success

Below you will find club meeting tips from past club presidents.

- Refrain from using the bell or gavel too frequently.
- Refrain from calling the meeting to order while meal and fellowship are in progress.
- Give members the full, allotted time to eat and talk with each other.
- If action of membership is required, handle matters as expeditiously as possible.
- Post or distribute notices and highlights of board meetings and other events.
- In general, it is better to send members away with questions unanswered than to bore them with lengthy discussions in which pertinent remarks become more and more infrequent.

Speaker Introductions

The chairperson should:

- keep the introduction brief
- cite the speaker's experience on the assigned subject
- give the speaker's name and title in full, as well as title of his or her talk
- establish the relationship of the topic to the program theme

When to Have a Board Meeting

Late afternoon meetings are recommended over luncheon meetings; before or after a regular club meeting is "meeting overload." Many clubs find it pleasant to meet in the evening at the homes of members of board of trustees.

Suggestions for Success

Below are some recommendations for the presider at any club meeting:

- Start as soon as a quorum arrives (board members will be impressed with the necessity of arriving on time).
- Encourage an informal atmosphere, but run the meeting according to *Robert's Rules of Order*.
- Have a copy of the club bylaws available at all meetings.
- Freely discuss all proper motions.
- Assist in directing deliberations, avoiding controversy and speeding action to a satisfactory conclusion.
- Keep discussion focused on the business at hand.
- Remind all speakers that they should address their remarks to the chair.
- If, as chairperson, you must leave the room or if you wish to speak on a motion, be sure to relinquish responsibilities as chair to someone else.
- Carefully and consistently observe the official duties and responsibilities of the office of president.

- Make important announcements.
- Call on the chairperson-of-day to introduce the speaker.
- Thank speaker or program participants.
- Invite chaplain to lead the Serra Prayer for Vocations or the Prayer for Perseverance of Vocations.
- Adjourn promptly at designated time.
- Instruct secretary to send a letter of appreciation to speaker.

BOARD OF TRUSTEES MEETINGS

The president meets with the Board of Trustees to properly conduct the club's business. This meeting is an opportunity for club officers to effectively and efficiently coordinate the work of the club, both its internal activities as well as its external vocation efforts. It is highly recommended that the board meet at a regular time that is not before or after a regular meeting but on a day of the month that is most suitable to the majority of trustees.

Before the meeting:

- Announce the date of the board of trustees meeting in the club bulletin and at the preceding club meeting.
- Put together the meeting agenda and mail it to each officer and trustee.
- Notify all officers and trustees in writing one week prior to the meeting.
- Notify all committee chairs to prepare a report, preferably in writing, on completed activities and work in progress.
- Follow-up with officers and trustees as needed to remind them of the upcoming meeting.

Recommended Agenda for Board Meeting

In the first 10 minutes:

- call meeting to order
- prayer
- call roll (minutes should show those present and absent)
- read, correct and approve minutes of last meeting
- make notes of unfinished business for subsequent discussions
- financial report

Remainder of meeting:

- officer reports (resignations, transfers, new members, special events)
- committees reports
- unfinished business from minutes of last meeting
- new business (refer work to a committee where practical and expedient)
- project events for next 60 days
- make suggestions for good of club, district, USAC, International
- set time and date for next meeting
- adjourn

DISTRICT COUNCIL MEETING

District Councils are made up of the governor, club presidents and past governors. Their goals and purposes are to plan and promote district-wide events and to deal with district-wide concerns.

PRESIDENT'S TRAINING

To assist presidents in planning and organizing their Serra year, the district governor will provide a three- to four-hour training and planning session *before* the important Spring Leadership Planning Conference. This session provides the basis on which the president builds his/her 15-month calendar for the club year and accelerates planning with/by club officers.

SPRING LEADERSHIP PLANNING CONFERENCE

Spring Leadership Planning Conferences are presented by the district governor and the district council each year in the spring but prior to May 15 as the orientation and planning grounds for all club officers. Attendance at the conference is required of all club officers including the club president.

The conference is a program of instruction in the goals, purpose and objectives of the club, with emphasis on *planning* by all club officers. Club presidents meet with the district council during the year and discuss plans for the club and district. Officers continue developing their 15-month calendars. District councils often hold one of their meetings at this time. It is an opportunity to meet and talk with past district governors, international and national council board members and others with longtime experience and dedication in Serra. This is the president's primary opportunity to compare notes and exchange ideas with other club presidents.

FALL DISTRICT/REGIONAL CONVENTION

The fall district/regional convention, held annually between Sept. 15 and Nov. 30, is the annual meeting of all Serrans within a district, group of districts or a region. The program focuses on spiritually inspiring presentations, workshops for various committees, and fellowship between club officers and members. There are formal and informal opportunities to better understand what Serra's work is all about. These meetings give Serrans and their families the opportunity to meet regional Serrans who share similar goals, problems, etc., and these friendships will enhance the Serra and personal lives of attendees. The workshops provide practical counseling on club problems and programming.

Active district committees involving governors, past governors and club presidents provide an excellent means for forming and implementing coordinated district programs.

Meeting Idea

An early meeting of the bishop, vocation director, club chaplain, president and president-elect to obtain bishop's approval of club plans for the year will provide a real boost for both the church and Serra.

Continued on next page

Delegates, Alternates and Proxies

According to the Serra International Constitution and Bylaws, each duly chartered and active club is allowed one vote on all matters decided at the delegates' meeting at the international convention including approving the International budget for the coming year, voting on any amendments to the Constitution and Bylaws, and electing the new International officers.

A delegate is the duly elected member of the club who will cast the club's vote on matters before the delegates. An alternate also is elected and only votes if the delegate is unable to do so.

If no one from the club will attend the convention, a proxy should be designated. A proxy must be a Serran from a club that is in the same district as the club to be represented. District governors or a neighboring club could help with them.

Delegate credential forms are available from the Serra International office (not the USA Council office). Look for them in the Bellringers newsletter, published by Serra International, as the convention approaches.

SERRA INTERNATIONAL CONVENTION

The Serra International convention is the annual opportunity for the Serra family to gather together in workshops, prayer and fellowship. It is highly recommended that club presidents attend the international convention at the beginning of their term; whenever possible, arrange to have your chaplain attend also. The international convention is the club president's opportunity to:

- confer with USAC and International officers and other club presidents
- discuss club problems with members of staff
- see and study exhibits of programs and plans for club activity
- attend discussion groups to exchange ideas
- on return, present detailed report to your members at a July or August meeting

If the club president cannot attend, it is his or her responsibility to make certain that the club is well represented. If no club members are able to attend the convention, the president must arrange for a neighboring club to serve as proxy at the international delegates' meeting. When the club representative, usually the club delegate or alternate, returns from the convention, the club president should get an official report, including the delegates' book, from the official club representative.

Club President's Checklist (15-Month Calendar)

March

- Meet with current president to gain benefit of his/her experience
- Start planning as soon as *nominated* for office
- Hold *regularly* scheduled executive committee meetings with officers to initiate planning, setting themes, programs, etc.
- Attend incoming President's Training with district governor
- Inform USAC office of new club officers

April

- Attend Spring Leadership Planning Conference. Stress club attendance.
- Continue developing 15-month calendar
- Encourage attendance at international convention
- Start officers on the development of committees
- Schedule executive committee meetings

May

- Schedule meeting with bishop to review and gain approval of programs
- Finalize 15-month calendar
- Schedule executive committee meeting
- Contact incoming district governor to schedule his/her club visit before regional/district convention

June

- Meet with committee chairpersons
- Attend international convention
- Present to club the goals for the year
- Be sure that names of incoming club officers have been sent to USAC's Chicago office

July

- Fine-tune club programs/activities for the year
- Padre Serra's feast day, July 1

August

- Fill out President's/Club's Goal-Setting Report and submit to governor by Aug. 15
- Commemorate death of Fray Junipero Serra (Aug. 28, 1784)
- Organize Fall Membership Campaign
- Help district council form new clubs

September

- Attend district/regional convention
- Meet with director of diocesan vocation office and club vice president for vocations
- Plan on formation of new club in area

International Awards

Vocation Affirmation Award

To the district with the best vocation affirmation program

Father Junipero Serra Awards (two)

For furthering Catholicism and promoting vocations, and to recognize those Serra clubs or districts in the U.S. that excel in promoting the two objectives of Serra

Outstanding Newsletter Award

To recognize the best club newsletter

"Share Serra" Award

To recognize the work done by club vice presidents for communications

Archbishop Cousins Award

To the club chaplain who has made a contribution with his presence and efforts

Applications for these awards are available from Serra International at 800.488.4008. Look for them in the Bellringers newsletter.

USAC Awards

As part of its continuing emphasis to recognize the efforts of energetic and productive Serrans and clubs, the USA Council developed the following awards:

- Annual Outstanding USA Council Serran Award
- Distinguished District Governor Award
- Honor Club Award
- Distinguished President Award
- Club Membership Campaign Awards
- USAC Outstanding Newsletter Award

For a complete listing of awards and requirements, call the USAC office at 888.777.6681 and request a copy of the USAC Awards Program booklet.

November

- Meet with committee chairpersons

December

- Club Christmas gathering
- Complete President's January Report and submit to district governor by Jan. 1

January

- Appoint Nominating Committee
- Submit club's nominee for International Board of Trustees and USA Council officers and board members
- Be involved in selection of governor-elect
- Consider nominees for USAC and Serra International awards
- Participate in National Vocation Week; material available from NCCV

February

- Attend district council meeting
- Celebrate Serra International Founders' Day — Feb. 27, 1935
- Submit nominations for *Archbishop William E. Cousins Award*, *Fr. Junipero Serra Award for Promoting Vocations*, *Fr. Junipero Serra Award for Furthering Catholicism* and *Outstanding Newsletter Award* to district governor by March 1
- Participate in World Day of Prayer for Consecrated Life; material available from NCCV

March

- Elect new club officers
- Notify governor-elect and USAC of new club officers' names, addresses, phone numbers and fax numbers

April

- Attend Spring Leadership Planning Conference with all new club officers
- Celebrate World Day of Prayer for Vocations, the third Sunday after Easter; materials available from NCCV

May

- Submit credentials for club's delegate to the international convention (must be postmarked 30 days before convention)
- Conduct a transitional meeting for retiring and incoming club officers

Evaluating the Club President

From time to time the club president should rate his or her work as “S” (Strong), “A” (Average), or “W” (Weak) on the list of statements which follow:

1. I fully understand and subscribe to the objectives of Serra International and the USA Council.
2. I set with the board of trustees achievable club goals for the year and fulfilled them.
3. I am thoroughly acquainted with my club Constitution and Bylaws, the Serra International Constitution and Bylaws, the USA Council Constitution and Bylaws, and the *Handbook for Serrans*.
4. I am familiar with the promotional literature like the *SERRAN*, *serraUSA*, USAC's *Serra Leader* and various services of the Council's Chicago office.
5. I know and work closely with my district governor.
6. I have attended or made plans to attend all district council meetings, regional/district conventions and the international convention.
7. Other club officers and club members have participated in or planned to attend district meetings, regional/district conventions and the international convention.
8. I have appointed responsible and dedicated committee chairpersons and committee members.
9. Our club committee chairpersons and committee members know their jobs and perform them capably.
10. I have clearly divided the work and responsibility of the club secretary.
11. I adhere to the objectives of the USA Council in planning and executing internal programs.
12. I meet with committee chairpersons regularly.
13. Club members are satisfied with internal programs.
14. I arranged for a visit of the district governor and had my reports ready.
15. I have conferred with my successor before going out of office.
16. I have arranged a joint meeting of incoming and outgoing board of directors and committees to prepare for the new administration.
17. I submitted necessary reports when due.
18. I performed my very best at all times.
19. As a final responsibility, I supervised the preparation of the budget and proper accounting of club finances, including annual audit.

Appendix A -- Sample Club Meeting Agenda

Serra Club of (name of club) Meeting of (date)

- 12:15 Meet for Lunch/prayer
Lunch
- 12:35 Open: "Welcome to another exciting meeting of our Serra Club."
Thanks to Greeter (name of greeter)
- 12:37 Vocation Talk by (name of club member)
- 12:42 Committee Announcements
- 12:47 Special Matters/Announcements
- 12:50 Chaplain's Message by (name of chaplain)
- 12:54 Speaker Introduction (see **Program Manual** for biographical information)
Introduction by (name of club member)
Speaker: (name of speaker)
- 1:29 Thanks to speaker
- Announcement of Next Program by (name of club member making the announcement, name of speaker, name of topic)
- 1:30 Prayer for Vocations/Adjourn

Appendix B -- Serra Club Committee Assignments

Please indicate your preference for Committee Assignments.

I. Vocations Committee

Possible projects: (list projects for the year)

.
.

<u>Name</u>	<u>Phone</u>
_____	_____
_____	_____
_____	_____

II. Program Committee

Possible projects: (list projects for the year)

.
.

<u>Name</u>	<u>Phone</u>
_____	_____
_____	_____
_____	_____

III. Membership Committee

Possible projects: (list projects for the year)

.
.

<u>Name</u>	<u>Phone</u>
_____	_____
_____	_____
_____	_____

IV. Communications Committee

Possible projects: (list projects for the year)

.
.

<u>Name</u>	<u>Phone</u>
_____	_____
_____	_____
_____	_____

V. Social Programs

Possible projects: (list projects for the year)

.
.

<u>Name</u>	<u>Phone</u>
_____	_____
_____	_____
_____	_____

Appendix C -- Sample Organizational Chart

The Serra Club of (name of club) Organizational Chart

District Governor

President

President-Elect

Vice President-Vocations

Vice President-Programs

Committee Members

Committee Members

Vice President-Communications

Vice President-Membership

Committee Members

Committee Members

Secretary

Treasurer

Chaplain

Editor

Trustee

Trustee

Trustee

Foundation Representative

Appendix D -- Sample Nomination Form

Nominations for (Serra Year)

Instructions: *The bylaws require an election in (date) of each year. Please note your nominations below, include yourself if you want to serve at a specific post (e.g., secretary, treasurer) and return it to (name of chair of Nominating Committee), chair of the Nominating Committee.*

I would like to place the following names before the Nominating Committee:

President _____

Four Vice Presidents:
Vocations _____

Programs _____

Membership _____

Communications _____

Secretary _____

Treasurer _____

Editor _____

Other Committee Chairs (Affirmation, Fellowship)

Name

Committee

I, myself would be happy to serve as _____ (name of office) _____ for our club.

Name (name of club member) _____

Please return to:

(name and address of chair of Nominating Committee)

Appendix E -- Sample Round Table Discussion

Instructions: *Duplicate this page and the next for each club member; distribute to all members at a forum meeting; divide into groups of six to discuss each issue; each group selects a group “spokesperson”; one member keeps notes and all “spokespersons” report to president at the end of the meeting.*

I. Purpose and Goals

- What should Serra be doing?
- Should we be limited just to vocations?
- Should we provide a resource group to the Bishop?
- Should Serra provide leadership to the Catholic community?

Group Answer:

II. Achieving the Goals

- What can we do to best achieve our goals? Organization? Committees? Direct constant communication with the diocese? Publicity? External Program ideas?

Group Answer:

III. Organization of Our Club

- Should we expand beyond our current structure?
- Add a Trustee for Religious Life? Social events? Community Service?
- Which committee will you serve on?

Group Answer:

IV. Programs

- Are the programs of the quality we should have?
- Are we using the programs developed by the USAC Programs Committee?
- Should we have non-religious (government, sports) programs?
- What are your program suggestions?
- What kind of coverage should be in the bulletin/newsletter?

Group answer:

V. Membership

- What can we do to bring in members?
- Where do we find them (lectors, lay ministers, ushers, parish council)?
- How do we improve attendance?
- What are the pros and cons of requiring that a member attend a percentage of meetings?
- How do we encourage members to bring in friends, acquaintances, members of other Parishes?
- Should we require that each member bring a guest?
- Are we conducting an annual membership drive?

Group Answer:

VI. New Ideas

- What else can Serra be doing?

Group Answer:

Appendix F -- Sample Interview with Pastors/Parish Priests

Instructions: *Call to arrange time for meeting. Request President of Men's/Women's Club, Parish Council, Lectors, Finance Committee, be present. Explain Serra history, goals, benefits, and structure.*

Date Meeting Arranged _____

Meeting Date _____

Meeting Time _____

Meeting Place _____

Serran Assigned to Contact	Name/Phone	Date of Contact	Comments
<i>Parish Council Members</i>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<i>Eucharistic Ministers</i>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<i>Lectors</i>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<i>Ushers</i>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<i>Men's/Women's Club Members</i>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<i>PTA/PTO</i>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<i>Others</i>			
_____	_____	_____	_____



USA COUNCIL of SERRA INTERNATIONAL
CURRENT PRESIDENT'S REPORT OF INCOMING OFFICERS

Serra Club of _____ Club No. ____ District ____ Region ____

INCOMING OFFICERS NAME	TERM EXPIRES
President _____	_____
President-elect _____	_____
V.P. Vocations _____	_____
V.P. Membership _____	_____
V.P. Programs _____	_____
V.P. Communications _____	_____
Secretary _____	_____
Treasurer _____	_____
Chaplain _____	_____
Trustee _____	_____
Trustee _____	_____
Trustee _____	_____
Foundation Rep. _____	_____
Newsletter Editor _____	_____

Distribution: Submit as soon as officers have been nominated or elected, but no later than May 31 to:

- District Governor
- USAC Chicago Office

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USA COUNCIL of SERRA INTERNATIONAL
 INCOMING PRESIDENT'S SPRING LEADERSHIP
 PLANNING CONFERENCE REPORT

Serra Club of _____ Club No. ____ District ____ Region ____

Meeting date and place _____

The following officers attended:

President _____

President-Elect _____

VP Program _____

VP Membership _____

VP Vocations _____

VP Communications _____

Secretary _____

Treasurer _____

Trustees _____

Chaplain _____

Other (describe) _____

Comments about the conference and how it might be improved (use additional sheets as required):

 President Date

- Distribution: By May 31 send report to:
- District Governor (District Governors will forward a copy of to the Regional Director.)
 - USAC Chicago Office

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USA COUNCIL of SERRA INTERNATIONAL
 INCOMING VOCATIONS VICE-PRESIDENT'S
 INITIAL PLANNING REPORT

Serra Club of _____ Club No. ____ District ____ Region ____

(This planning report should be completed for approval by the Board at the June Board Meeting.)

WE WILL HAVE:	Yes	No
A Vocation Awareness Committee	___	___
A Vocation Affirmation Committee	___	___

WE WILL USE THE FOLLOWING VOCATION PROGRAMS:		
31 Club	___	___
Called By Name	___	___
Altar server awards	___	___
Parish vocation committees	___	___
Career Day/Vocation Fair	___	___
Essay contests in schools	___	___
Day of Discovery/Discernment Retreat	___	___
Other (describe) _____	___	___

WE WILL USE THE FOLLOWING AFFIRMATION PROGRAMS:		
Banquets or picnics	___	___
Dinners in homes	___	___
Birthday/holiday/anniversary/ordination cards	___	___
Adopt-a-seminarian	___	___
Retired clergy event	___	___
Other (describe): _____	___	___

RESOURCES AVAILABLE TO SUPPORT VOCATION WORK ARE:		
Club dues	___	___
Club foundation	___	___
Individual members' support	___	___
Serra International Foundation	___	___
Other (describe): _____	___	___

VOCATION WORK COORDINATED WITH:		
Local pastors/priests	___	___
Motherhouses/seminaries	___	___
Diocesan Vocation Office	___	___
Other (describe): _____	___	___

Comments:

Reported by: _____
 Signature Date

Distribution: This is an Internal Report for Planning and Progress Review by the Board. A copy should be retained for review by the District Governor.

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USA COUNCIL of SERRA INTERNATIONAL
**INCOMING MEMBERSHIP VICE-PRESIDENT'S
 INITIAL PLANNING REPORT**

Serra Club of _____ Club No. ____ District ____ Region

(This planning report should be completed for approval by the Board at the June Board Meeting.)

WE WILL HAVE:		Yes	No
A Membership Committee		___	___
An Extension (new clubs) Committee		___	___

WE WILL HAVE:			
Conducted a membership drive in (month) _____		___	___
Had an orientation program for new Serrans		___	___
Had a joint meeting with another club		___	___

ORIENTATION MEETINGS WILL USE THESE SERRA MATERIALS:			
Orientation kits		___	___
"A Family Album" video		___	___
"How to Run a Successful Serra Club" video		___	___
New member induction ceremony		___	___
Other (describe)		___	___

WE WILL WORK WITH NEW CLUBS:			
In our diocese		___	___
In another diocese		___	___

TO INCREASE MEMBERSHIP WE WILL:			
Targeted active parishioners		___	___
Targeted women		___	___
Targeted other minorities		___	___
Targeted young adults		___	___
Changed meeting time		___	___
Changed meeting place		___	___
Used the Twelve Step program		___	___
Used the Two Today for Serra program		___	___

Comments:

Reported by: _____
 Signature Date

Distribution: This is an Internal Report for Planning and Progress Review by the Board. A copy should be retained for review by the District Governor.

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USA COUNCIL of SERRA INTERNATIONAL
INCOMING COMMUNICATIONS VICE-PRESIDENT'S
INITIAL PLANNING REPORT

Serra Club of _____ Club No. ____ District ____ Region ____

(This planning report should be completed for approval by the Board at the June Board Meeting.)

WE WILL HAVE:

	Yes	No
A Communications Committee	___	___
A Newsletter Committee	___	___
A Public Relations Committee	___	___

ARTICLES, ADS AND PR PIECES WILL BE SENT TO:

Diocesan newspaper	___	___
Local newspaper	___	___
Parish bulletins	___	___
Local radio and TV	___	___
Local schools, colleges and seminaries	___	___

OUR NEWSLETTER WILL INCLUDE:

Meeting and activities information	___	___
The president's message	___	___
Minutes or a summary of board meetings	___	___

OUR NEWSLETTER WILL BE MAILED TO:

All club members and the chaplain	___	___
The bishop	___	___
The Vocation Office	___	___
Area pastors	___	___
Other clubs in the District	___	___
District Governor	___	___
Regional Director	___	___
USA Council	___	___
Serra International	___	___

OUR CLUB WILL GIVE THE FOLLOWING LOCAL AWARDS ___ ___

OUR CLUB WILL PUBLISH AN ANNUAL CLUB ROSTER ___ ___

A ROSTER WILL BE SENT TO:

All members and the chaplain	___	___
The Vocation Office	___	___
District Governor	___	___
Regional Director	___	___
USA Council	___	___

Comments:

Reported by: _____
Signature Date

Distribution: This is an Internal Report for Planning and Progress Review by the Board.
A copy should be retained for review by the District Governor.

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USA COUNCIL of SERRA INTERNATIONAL

INCOMING PROGRAMS VICE-PRESIDENT'S INITIAL PLANNING REPORT

Serra Club of _____ Club No. ____ District ____ Region ____

(This planning report should be completed for approval by the Board at the June Board Meeting.)

WE WILL HAVE:	Yes	No
An Internal Program Committee	___	___
An External Program Committee	___	___

WE WILL USE PROGRAMS PROVIDED BY USA COUNCIL	___	___
--	-----	-----

WE WILL INCLUDE THE FOLLOWING SEGMENTS IN OUR MEETINGS:	Yes	No
Business	___	___
Committee reports	___	___
Guest introductions	___	___
Chaplain's message	___	___
Mass	___	___
Guest speaker	___	___
Member Presentations	___	___

OUR INTERNAL PROGRAMS WILL COVER THE FOLLOWING:	Yes	No
Vocation promotion	___	___
Affirmation projects	___	___
Current Church issues	___	___
Vatican II documents/Papal pastoral letters	___	___
Serra International/USA Council	___	___
Articles from THE SERRAN magazine	___	___
Club Activities (describe on an attachment)	___	___
Other (describe on an attachment)	___	___

OUR PROGRAM SPEAKERS WILL INCLUDE:	Yes	No
Priests and religious	___	___
Club members	___	___
Educators	___	___
Seminarians	___	___
Diocesan staff	___	___
Business/government leaders	___	___
Other (describe on an attachment))	___	___

OUR THEME FOR THE YEAR WILL BE: _____

Comments:

Reported by: _____
Signature Date

Distribution: This is an Internal Report for Planning and Progress Review by the Board. A copy should be retained for review by the District Governor.

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USA COUNCIL of SERRA INTERNATIONAL
YEAR-END PRESIDENT'S REPORT

Serra Club of _____ Club No. ____ District ____ Region ____

(This report should be completed at a meeting of the Board.)

1. We had the following active committees:
- | | YES | N O |
|-----------------------------------|-----|-----|
| Programs | ___ | ___ |
| Membership | ___ | ___ |
| Vocations | ___ | ___ |
| Communications | ___ | ___ |
| Extension/New Clubs | ___ | ___ |
| Serra International Foundation | ___ | ___ |
| Other (describe on an attachment) | ___ | ___ |

2. Membership: Total _____
 Women _____
 Year's growth _____%
 Membership increase of _____% was/was not met

3. Board met monthly _____
 If not, how often? _____

4. The year's average attendance: _____%

5. Are dues to USAC and SI current? _____

6. Number of members who attended:
 District/Regional Convention _____
 Spring Leadership Planning Conference _____
 Serra International Convention _____

7. Club extension possibilities included: _____

8. We promoted the following:
 Serra Foundation support by the club _____
 Serra Foundation support by individuals _____
 Club Foundation Representative _____

9. Comments (describe the club activities that you think may be of interest to other clubs):

Outgoing President

Date

- Distribution: By May 1, send report to:
- District Governor
- By May 15, District Governors send report to:
- Regional Director and the USAC Office



USA COUNCIL of SERRA INTERNATIONAL
YEAR-END VOCATIONS VICE-PRESIDENT'S REPORT

Serra Club of _____ Club No. ____ District ____ Region ____

(This report should be given to the incoming Vice-president.)

WE HAD:	Yes	No
A Vocation Awareness Committee	___	___
A Vocation Affirmation Committee	___	___

WE USED THE FOLLOWING VOCATION PROGRAMS:

31 Club	___	___
Called By Name	___	___
Altar server awards	___	___
Parish vocation committees	___	___
Career Day/Vocation Fair	___	___
Essay contests in schools	___	___
Day of Discovery/Discernment Retreat	___	___
Other (describe) _____	___	___

WE USED THE FOLLOWING AFFIRMATION PROGRAMS:

Banquets or picnics	___	___
Dinners in homes	___	___
Birthday/holiday/anniversary/ordination cards	___	___
Adopt-a-seminarian	___	___
Retired clergy event	___	___
Other (describe): _____	___	___

RESOURCES AVAILABLE TO SUPPORT VOCATION WORK WERE:

Club dues	___	___
Club foundation	___	___
Individual members' support	___	___
Serra International Foundation	___	___

VOCATION WORK COORDINATED WITH:

Local pastors/priests	___	___
Motherhouses/seminaries	___	___
Diocesan Vocation Office	___	___

The following Serrans served on my committee in the following capacity:

Name	Assignment
_____	_____
_____	_____
_____	_____
_____	_____

Comments:

Reported by: _____
Signature
Date

Note: This is an internal report for planning and progress review by the Board. A copy should be retained for review by the District Governor.

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USA COUNCIL of SERRA INTERNATIONAL
 YEAR-END MEMBERSHIP VICE-PRESIDENT'S REPORT

Serra Club of _____ Club No. ____ District ____ Region ____

(This report should be given to the incoming Vice-president.)

WE HAD: Yes No
 A Membership Committee _____
 An Extension (new clubs) Committee _____

WE HAVE:
 Conducted a membership drive in (month) _____ _____
 Had an orientation program for new Serrans _____
 Had a joint meeting with another club _____

ORIENTATION MEETINGS USED THESE SERRA MATERIALS:
 Orientation kits _____
 "A Family Album" video _____
 "How to Run a Successful Serra Club" video _____
 New member induction ceremony _____
 Other (describe) _____

WE WORKED WITH NEW CLUBS:
 In our diocese _____
 In another diocese _____

TO INCREASE MEMBERSHIP WE:
 Targeted active parishioners _____
 Targeted women _____
 Targeted other minorities _____
 Targeted young adults _____
 Changed meeting time _____
 Changed meeting place _____
 Used the Twelve Step program _____
 Used the Two Today for Serra program _____

The following Serrans served on my committee in the following capacity:

<u>Name</u>	<u>Assignment</u>
_____	_____
_____	_____
_____	_____
_____	_____

Comments:

Reported by: _____
Signature Date

Note: This is an internal report for planning and progress review by the Board. A copy should be retained for review by the District Governor.

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USA COUNCIL of SERRA INTERNATIONAL
YEAR-END COMMUNICATIONS VICE-PRESIDENT'S REPORT

Serra Club of _____ Club No. ____ District ____ Region ____

(This report should be given to the incoming Vice-president.)

WE HAD:	Yes	No
A Communications Committee	___	___
A Newsletter Committee	___	___
A Public Relations Committee	___	___
ARTICLES, ADS AND PR PIECES WERE SENT TO:		
Diocesan newspaper	___	___
Local newspaper	___	___
Parish bulletins	___	___
Local radio and TV	___	___
Local schools, colleges and seminaries	___	___
OUR NEWSLETTER INCLUDED:		
Meeting and activities information	___	___
The president's message	___	___
Minutes or a summary of board meetings	___	___
OUR NEWSLETTER WAS MAILED TO:		
All club members and the chaplain	___	___
The bishop	___	___
The Vocation Office	___	___
Area pastors	___	___
Other clubs in the District	___	___
District Governor	___	___
Regional Director	___	___
USA Council	___	___
Serra International	___	___
 OUR CLUB GAVE LOCAL AWARDS	___	___
 OUR CLUB PUBLISHED AN ANNUAL CLUB ROSTER	___	___
 A ROSTER WAS SENT TO:		
All members and the chaplain	___	___
The Vocation Office	___	___
District Governor	___	___
Regional Director	___	___
USA Council	___	___

The following Serrans served on my committee in the following capacity:

<u>Name</u>	<u>Assignment</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Comments:

Reported by: _____
Signature Date

Note: This is an internal report for planning and progress review by the Board. A copy should be retained for review by the District Governor.

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USA COUNCIL of SERRA INTERNATIONAL
YEAR-END PROGRAMS VICE-PRESIDENT'S REPORT

Serra Club of _____ Club No. ____ District ____ Region ____

(This report should be given to the incoming Vice-president.)

WE HAD:

An Internal Program Committee	Yes	No
An External Program Committee	___	___

WE USED PROGRAMS PROVIDED BY USA COUNCIL _____

WE INCLUDED THE FOLLOWING SEGMENTS IN OUR MEETINGS:

Business	___	___
Committee reports	___	___
Guest introductions	___	___
Chaplain's message	___	___
Mass	___	___
Guest speaker	___	___
Member Presentations	___	___

OUR INTERNAL PROGRAMS COVERED THE FOLLOWING:

Vocation promotion	___	___
Affirmation projects	___	___
Current Church issues	___	___
Vatican II documents/Papal pastoral letters	___	___
Serra International/USA Council	___	___
Articles from the SERRAN magazine	___	___
Club Activities (describe on an attachment)	___	___
Other (describe on an attachment)	___	___

OUR PROGRAM SPEAKERS INCLUDED:

Priests and religious	___	___
Club members	___	___
Educators	___	___
Seminarians	___	___
Diocesan staff	___	___
Business/government leaders	___	___
Other (describe)	___	___

OUR THEME FOR THE YEAR WAS: _____

The following Serrans served on my committee in the following capacity:

<u>Name</u>	<u>Assignment</u>
_____	_____
_____	_____
_____	_____
_____	_____

Comments:

Reported by: _____
Signature Date

Note: This is an internal report for planning and progress review by the Board. A copy should be retained for review by the District Governor.

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USA Council of Serra International
 Nominating Form for District Governor

It is recommended that the election of the governor-elect be conducted at the SLPC by the District Advisory Council. This form should be sent to all club presidents for nominations 60 days prior to the SLPC.

Name of Nominee: _____

Member of Serra Club of: _____

Offices Held by the Nominee:	Yes	No
President	_____	_____
VP Membership	_____	_____
VP Vocations	_____	_____
VP Programs	_____	_____
VP Communications	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Trustee	_____	_____

Attendance at the International Convention:
 Years: _____

Attendance at District/Regional conventions:
 Years: _____

What USA Council committees has the nominee worked on?

What Serra International committees has the nominee worked on?

What specific activities has the nominee been involved in within the last four years:
 Local Club _____
 Region/District _____
 Parish _____
 Other _____

Does the nominee know that you are nominating him or her for the position of District Governor?
 Yes _____ No _____

Nominated by:

Serran _____ Club _____ Date _____



USA COUNCIL OF SERRA INTERNATIONAL
NOMINATING FORM FOR REGIONAL DIRECTOR

Name of Nominee: _____

Member of Serra Club of: _____

Offices Held by the Nominee:	Yes	No
President	_____	_____
VP Membership	_____	_____
VP Vocations	_____	_____
VP Programs	_____	_____
VP Communications	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Trustee	_____	_____

Attendance at the International Convention:
Years: _____

Attendance at District/Regional conventions:
Years: _____

What USA Council committees has the nominee worked on?

What Serra International committees has the nominee worked on?

What specific activities has the nominee been involved in within the last four years:
Local Club _____
Region/District _____
Parish _____
Other _____

Does the nominee know that you are nominating him or her for the position of Regional Director?
Yes _____ No _____

Nominated by:
Serran _____ Club _____ Date _____

**Serra International
USA Council
Suggested Club**

Position Description for Club President

Position Title: President

Reports To: Club Trustees

Position: Presides at club and board meetings; appoints committee chairs and members; represents the club at all inter-club meetings and activities and district meetings. Promotes and assists in the development of all club leadership; co-authors agenda for club and trustee meetings; evaluates the performance of club officers and designated committee chairs. Performs such other duties that pertains to the office of the president or such other duties as the board of trustees may assign, or a may be required by the club's bylaws.

Principal Responsibilities:

1. Prepares agenda with the assistance of the club secretary
2. Conducts each meeting according to suggested Serra procedures or as specified by the club's policies
3. Appoints all committee chairs with advice from the board of trustees
4. Serves as ex-officio member of all committees
5. Coordinates work of committees
6. Helps chairpeople identify and understand their responsibilities
7. Insures timely implementation of USA Council and Serra International board action
8. Calls special meetings if necessary in accordance with club's policies
9. Serves as a member of the district board of trustees
10. Effects working relationship with diocesan vocation leaders and organizations
11. Takes appropriate action on recommendations from the district governors
12. Inducts new officers at the first meeting following term of office
13. Attends and actively participates in the District Spring Leadership Planning Conference
14. Inducts new club members and provides for new members orientation and training
15. Works with the Nominating Committee to recruit new board members
16. Periodically reviews board members' roles and responsibilities to assist them in assignments and performance
17. Oversees creation and implementation of written club policies and procedures

Position Requirements:

1. Served as a club officer
2. Thorough knowledge of Serra and its constitution, bylaws, policies and procedure
3. Thorough knowledge of the USA Council constitution, bylaws, policies
4. Knowledgeable of related church and religious leaders, groups and organizations
5. Ability to work collaboratively with volunteers

Desirable Knowledge, Skills and Abilities:

1. Understands dynamics of organizational elements and structures
2. Knowledge of current Catholic church issues
3. Demonstrated ability to communicate clearly and concisely orally and in writing
4. Aware of planning, directing and monitoring skills

**Serra International
USA Council
Suggested Club**

Position Description for Club President-elect

Position Title: President-elect

Reports To: President and Club Board of Trustees

Position: Attends and participates in all club, trustee and committee meetings and functions as designated by the club president; assists, supports and consults upon request with the president and immediate past president. At the request of the president represents the president and the club at designated meetings, conferences and conventions. Presides at club and board of trustee meetings in the absence of the club president. Shall perform such duties as may be assigned to him by the president and/or board of trustees.

Principal Responsibilities:

1. Attends all club and board of trustee meetings
2. Serves on the club board of trustees
3. At the request of the president serves on specific committees
4. In partnership with the president insures timely implementation of USA Council and Serra International Board action
5. Attends and actively participates at the Spring Leadership Planning Conference
6. Attends regional and district conventions as requested by the president
7. Provides advice to the current president when requested
8. Participates in budget preparation for the next fiscal year
9. Develops a working relationship with diocesan vocation organizations
10. Identifies potential officers, chairs and committee members
11. Performs such other duties as may be assigned by the president and board of trustees

Position Requirements:

1. Thorough knowledge of Serra and its constitution, bylaws, policies and procedure
2. Thorough knowledge of the USA Council constitution, bylaws, policies
3. Knowledgeable of related church and religious leaders, groups and organizations
4. Have served as a club officer
5. Ability to work collaboratively with volunteers

Desirable Knowledge, Skills and Abilities:

1. Understands dynamics of organizational elements and structures
2. Knowledge of current Catholic church issues
3. Demonstrated ability to communicate clearly and concisely orally and in writing
4. Aware of planning, directing and monitoring skills

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