

Diocesan SOYO President Duties

***“I can do all things through Him who gives me strength.”
(Phil 4:13)***

Above all, make sure God is the center of everything you do as President – your job is to work for the glory of God. You are a leader of your Diocesan SOYO. Lead by example, because whether you realize it or not, the other teens look up to you, respect you, and watch every move you make; which is why they elected you. It is essential that you act in an Orthodox Christian manner at all times, and serve as a leader and friend to all teens.

The duties of the President are many and varied. This position involves a lot of responsibility, hard work, dedication and determination, and hence, it will take both time and energy. You must know your own strengths and weaknesses and you must learn from both success and failure. Your goals must be unselfish those which will benefit the people you serve. Your challenge is caring – caring enough to win victories for others by helping them succeed. The President leads, or directs the group in carrying out its objectives, and represents the group as a whole.

General Duties

- Be in good standing and communion with the Orthodox Christian Church
 - Be actively involved in the church, its services, and its functions and activities
- Submit a written report following the delegates and parish Life Conference to:
 - NAC President
 - Chairman of the Department of Youth Ministry
 - NAC Teen SOYO Spiritual Advisor
- Pray for chapters in Diocesan SOYO and all the SOYO members, priests, and members of the Archdiocese
- Provide positive leadership and stimulate spiritual growth
- Be F.A.T.: Flexible, Available, and Teachable for Christ and His ministry
- Pay attention at all meetings and add positive and constructive input
 - Never put other people and their ideas down, even if you do not agree with them
- Listen to everybody (SOYO members, priests, lay advisors, etc.) A lot of people have great ideas, so always listen to them!
 - Encourage respectful expression of individual ideas
- Stay in close contact with
 - Diocesan Bishop, NAC President, chairman of Dept. of Youth Ministry, and NAC Spiritual Advisor, and other executive board members
 - The other Diocesan Officers, Spiritual Advisor, and Youth Director
 - Chapter SOYO Presidents in your Diocese

- Diocesan Priests (include in diocesan e-mail distribution lists)
- Assist other officers with anything they may need
- Make yourself easily available for questions to the local Teen SOYO chapters
- Put contact information on everything! (e-mails, letters, etc.)
- Attend all meetings, church services, and activities at Diocesan and NAC events
 - Attend NAC Leadership Training
 - Help to keep the pace of the meetings up tempo
- Adhere to all deadlines
- Provide opportunities for the group and individual involvement
- Be organized
- Enforce all rules and regulations

Specific Duties

- Make each meeting's agenda and make plenty of copies
- Send out agenda prior to meeting for officer approval
 - Distribute agenda to chapter Presidents, committee chairs and executive committee at least 30 days in advance of meeting
- Run each General Meeting
- Run an Executive Board meeting the night before the General Meeting with the Executive Board and committee chairpersons (optional)
- Get candy for the meetings (optional)
- Contact chapter Presidents and committee chairpersons on a regular basis
 - Get credentials from Secretary
 - Inform of activities
 - Reminder emails
 - Prepare mailings for important events
 - Make sure they have reports for the Delegates Meeting and the PLC
- Communicate with officers, Spiritual Advisor, and Youth Director regularly
 - Make sure they are doing their job
 - Remind them of current tasks and activities
 - Put together calendar/"to-do" list of events on a regular basis so officers can stay on track
- Keep in close contact (at least monthly) with Diocesan Bishop, NAC President, chairman of Dept. of Youth Ministry, and NAC Spiritual Advisor
- Pick the committee chairpersons for the year in consultation with executive board and advisors
- Make sure each executive board member is doing his/her job
- Represent your diocese at the NAC meetings
 - If you are unable to attend the NAC meeting, make sure the diocese is still represented (Spiritual Advisor, Youth Director, Vice-President, Treasurer, and Secretary – in that order)
- Write up a diocesan report of the diocese's activities for each NAC meeting
- Make sure a list of credentials is made up preferably by the Fall Delegates Meeting
- Relay NAC information to your Diocese via e-mail, mailing, and/or phone calls

- Send out e-mails, mailings, and/or phone calls to the diocese giving updates and reminders about events
- Keep in contact with the Fellowship of St. John the Divine, the Antiochian Women, and the Order of St. Ignatius
 - Briefly explain what Teen SOYO is doing at their meetings
- Make sure the diocesan business runs smoothly
- Run the nominations at the Spring Delegates Meeting
 - Make sure nomination forms are sent out beforehand
 - Include list of officer duties with nomination form
- Get forms out to the diocese at the Spring Delegates Meeting (committee chair forms, officer nomination forms, special funds nomination forms, most active chapter forms, etc...)
- Make sure the Secretary stays up-to-date with the constitution
- Put together monthly newsletters
- Update website as needed
- Participate in Parish Life Conference planning
 - Get registration and hotel info out to teens
 - Keep in touch with host parish priest and SOYO chapter
 - Get information on Teen SOYO events in order to prepare
 - Prepare information for meeting
- Write thank-you notes on behalf of diocesan SOYO
- Pray for chapters in Diocesan SOYO and all the SOYO members, priests, and members of the Archdiocese
- Call executive meetings when necessary
- Provide positive leadership and stimulate spiritual growth
- Encourage respectful expression of individual ideas
- Provide opportunities for the group and individual involvement
- Have an outline of activities/goals/etc. planned for the year