

SOYO ParishOfficer Nomination Form

Running for office: Any person, who is at least 15 years of age and not yet 20 as of the election, an official member of their Parish SOYO, present at the election, and having turned in a properly completed and signed Parish Nomination form, shall be eligible for nomination to any elected office of SOYO with the blessing of their pastor.

Office(s) you into	end to run for: (see duties on pa	age 2 of this form)		
☐ President	☐ Vice-President	☐ Treasurer	☐ Secretary	☐ Historian
First Name	Middle Nam	e La	ast Name	
Street Address				
City	- (State/Province	2	Zip/Postal Code
Home Phone	(ell Phone		_
E-Mail Address				
 Be a role in Work closing Uphold the have fellow I have read and up	e responsibilities of my office as is model to the youth of my parish. sely with my parish youth director he goals of Teen SOYO namely he bowship and fun together, worship inderstood the duties and responsibilities.	r and/or parish prieselping the youth of together, and help oblities of the positi	st. our parish to grow ar others in the commur on I am running for a	nity through service.
	nation form. I also understand than the duties required of me.	t if elected, I may b	be required to step do	wn from my position
I understand that substances and be	t SOYO has a zero tolerance pehaviors.	olicy when it con	nes to tobacco, alco	hol and other illegal
Teen Signature:			Date	
including but not	ermission for my child to run for limited providing them with the s meetings when necessary.			
Parent/Guardia	n Signature:		Date	
Parent Telephon	ne Number: (-		

Write a brief statement explaining you expect to grow from doing so.	5 5	, ,	<i>2</i>	d how
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Please read and understand the Duties and Responsibilities of the position you plan to run for prior to submitting your nomination.

Duties and Responsibilities of President:

- Preside over all meetings.
- Make an annual presentation at St. George Weekend.
- Ensure that there is at least one monthly SOYO meeting.
- Have authority to execute decisions made by SOYO.
- Work closely with the Youth Director in planning upcoming meetings and events.
- Attend all Diocese meetings and make a presentation at each meeting on behalf of the SOYO.
- Ensure that other officers have the tools they need to perform their duties and keep them on task.
- Other duties as assigned by Youth Director or Priest.

Duties and Responsibilities of Vice President:

- Act in absence of the President and shall perform such duties as are delegated by the President.
- Be an ex-officio member of all SOYO committees.
- Attend all Diocese meetings and assist President in making presentations.
- Assist the President in performing his or her duties if necessary.
- Other duties as assigned by Youth Director or Priest.

Duties and Responsibilities of the Secretary:

- Maintain all records of SOYO and archive with the church office.
- Sign all documents as necessary.
- Assist the President in conducting all business affairs of SOYO.
- Keep records and books accessible at all times for the inspection of SOYO members
- Take minutes at all Regular, Special, Joint and Executive Committee Meetings.
- Distribute minutes of the most recent Regular Meeting no later than fourteen (14) days prior to the next Regular Meeting.
- Work with the historian to keep records of meetings and events.
- Other duties as assigned by Youth Director or Priest.

Duties and Responsibilities of the Treasurer:

- Maintain an efficient system of accounting.
- Receive all general operating funds paid to SOYO and deposit the same in official depositories designated by SOYO within five (5) business days.
- Make disbursements, as approved and ordered by SOYO, within ten (10) business days.
- Submit a financial statement at all General Meetings and at such times, as SOYO may require.
- Submit an annual Financial Report of SOYO to the Parish Council and General Parish Meeting, as designated by the Parish Council.
- Ensure that Diocese dues are paid in a timely fashion.
- Other duties as assigned by Youth Director or Priest.