

Write a brief statement explaining why you would like to run for this office, what you can bring to this office, and how you expect to grow from doing so. _____

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.