

Diocesan SOYO Secretary 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 Secretary – 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

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

- Take minutes at all meetings
- Take attendance at the meetings
- Keep records of all the papers passed out at the meetings
- E-mail minutes to officers, Spiritual Advisor, and Youth Director no later than two weeks after the meetings
- Get the minutes to everyone at least 2 weeks before the next diocesan meeting to remind them of what went on and in case there are any problems with what people remember
- Send out minutes no later than one month after the meeting.
- Resend out minutes thirty (30) days prior to general assemblies so teens can review the minutes again as they must be accepted at the meeting
- Maintain records of minutes between meetings
- If necessary, read minutes at meetings in order to approve
- Gather credentials from chapters
 - Set deadline
 - Create email distribution lists
 - Put together list of chapter Presidents' information for Diocese and NAC SOYO
 - Contact chapters occasionally to find out about any changes in credentials
 - Give Credentials Report at the meetings
- Help with email newsletters, phone calls, ad updating website
- Take minutes during conference calls
- Compile newsletter
- Make sure the constitution is up to date
- Make sure Constitution is being followed
- Work with the President to create the agenda for the upcoming meeting
- Assist the President, vice President, and Treasurer with any task they may need
- Send out thank you cards for the diocese
- Keep tabs on what the other officers are doing and if they need help with organizing a project keep track of the people who decided to help them
- If there are multiple events happening in certain months make lists of who signed up for what and call them reminding them at least 2 weeks before the event occurs.
- Keep all SOYO records
- Maintain organized records and must always be on top of things