



Serra International

President's Manual

"Pray, therefore, the Lord of the harvest to send out labourers 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; and motivate club officers and members to action.

Purpose

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.

Responsibilities

- use the 15-month calendar in planning club activities
- schedule and utilize executive committee meetings to organize and implement club activities
- preside at club and board meetings
 - prepare agenda with assistance of club board
 - conduct each meeting according to suggested Serra procedures
- appoint 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
 - require good reporting in writing of officers and chairpersons, good meeting minutes from the secretary, prepare end-of-year report upon the expiration of term of office
- induct new officers at first regular meeting in June
- give specific assignments to president-elect to assist the president and to prepare the president-elect for his/her term of office; work closely with the president-elect
- represent club:
 - at all interclub meetings and activities, and district meetings
 - at international, national, district and regional conventions
 - in community
 - in its contacts with local bishop
- serve as member of district council
- maintain close contact with district governor
- perform such other duties as board of trustees may assign or as may be required by club's bylaws
- oversee development of club policy manual

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

- to prepare for his/her term of office. Provide smooth transition and continuity in club programs
- assist current president by active participation in club planning and activities
- determine with current president how he/she may:
 - best assist president
 - prepare for his/her term of office

Vice President for Vocations

Responsibilities

- chair the club vocation committee
- attain the success of all club vocation efforts
- promote and encourage the formation of parish, diocesan and/or deanery church vocations committees
- invite and encourage the following to participate in club vocations efforts:
 - Serrans
 - club chaplain

Goals

- study particular needs and concerns at the parish level
- consider possible club activities and plan those programs with a vocations committee that offer the greatest promise

Vice President for Membership

Responsibilities

- chair the club membership committee
- attain the success of all club membership efforts
- invite other club members to serve on this committee and as chairpersons of the following subcommittees:
 - Recruitment
 - Orientation
 - Induction
 - Extension

Vice President for Programs

Responsibilities

- prepare program "themes" for the year
- chair the club program committee
- act as "dean" of the club's *University of Christian Principles*
- presides in meeting in absence of both the president and president-elect
- plan with a committee, conduct and evaluate one year of bimonthly, educational Serran programs
- introduces speaker or arranges for introduction
- with a committee plan and communicate schedule of programs
- determine financial requirements of club programs
- coordinate programs with the club president and the club board of trustees

- ensure that the club programs clearly relate to the two objectives of Serra
- educate and inform club members on Catholic issues and subjects through lectures, discussions, debates, videos or films and case studies
- delegate responsibilities to involve each club program committee member
- develop an evaluation plan for programs
- recommend Serrans for membership on the club program committee
- prepare an agenda for each program committee meeting

Goal

- carry 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

- chair the club communications committee
- attain the success of all club communications efforts
- develop with a committee a long-range plan for public relations with specific goals for the current year
- establish contacts with and keep the local media informed of Serra events
 - Catholic newspaper editor
 - religious editors of secular newspapers
 - broadcast personnel
- maintain contact with the district governor
- keep the district informed of club events
- serve on the club board of trustees
- develop a cadre of club spokespersons who are available to talk with the media as the need arises

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 (check always signed by treasurer and possibly countersigned by president or vice president)
- report financial status of club at each trustee meeting
- report delinquent members status
- have accounts audited at close of fiscal year
- remits club dues to Serra International in timely manner
- pay speaker's fee and expenses

Secretary

Responsibilities

- notify members of appointments to club committees and special assignments in writing
- report visiting Serrans to their home club
- publish and maintain club committee lists
- work with the club committees on the club bulletin/newsletter
- assist the president in preparing the agendas for each club meeting
- help prepare the agenda and attend board meetings
- prepare and maintain a current roster of members
- take minutes of each meeting for the permanent file
- keep accurate and permanent attendance records at all club meetings
- maintain the permanent club history
- authenticate by signature all records and documents
- bring a copy of the Serra International Constitution and Bylaws and club bylaws to each meeting
- write letters of appreciation to speakers

- prepare periodic reports as required

Chaplain

Responsibilities

- be familiar with the duties of each of the club officers
- attend:
 - every regular club meeting
 - meetings of the board of trustees
 - district meetings
- act as the liaison between the club, bishop, local priests and religious, and diocesan vocations director
- oversee the spiritual development of the club members
- work regularly with the club committees in the following ways:

Programs

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

Vocations

- being the liaison between the bishop, the diocesan vocations director, and other priests and religious
- aiding the committee in finding specific, material ways to create an atmosphere in which vocations can flourish

Membership

- screening potential Serrans
 - sharing his knowledge of the parish and diocesan structures
 - suggesting parishes from which new members could be invited
 - introducing the membership chairperson to the pastors of parishes where Serra is not represented
- attends chaplain's workshop at Serra conventions and district meetings

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. the governor's annual visit
2. forming new clubs (or extension)
3. maintaining regular communication between the club and the governor
4. cooperate in the developing district plan, especially in vocations and membership programs
5. be a member of 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 or unseen circumstances
- 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 visit several meetings in advance to encourage good attendance and advise them that:
 - the governor will meet with 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 board of trustees
 - list questions and problems to be discussed
 - determine the specific committee matters to be addressed
- conduct club review in advance of 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 (or Extension)

- assist the governor in identifying areas where new clubs will be formed
- help establish district extension teams for the chartering of new clubs

Maintaining Regular Communication

- seek counsel of governor on effective approaches to resolving club problems
- advise governor of unusual 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 the Local National Council, Serra International, and other clubs to the district governor
- 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

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
- Incoming President's SLPC Report
- Incoming President's Report/Plan

Each vice-president is required to submit planning reports for approval by the Club Board of Trustees at the June Board meeting. 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

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.

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.

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 Serra International are accomplished in his or her area. Regular contact with the district governor 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 15 to 30 minutes (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 or substitute program available, in case one is needed
 - arranged to greet visitors on arrival
 - an efficient system of collecting meal fees
- 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 friends with goals and objectives of Serra
 - to invite them to meetings that may have special appeal to non-Serrans

During the Meeting

- be confident, brief and audible
- adhere to timetable strictly
- assemble at tables two minutes before start time as reminder to assemble
- ask chaplain to say grace, or in absence of priest, ask presiding officer
- supervise serving of meals — it should not be hurried or delayed
- introduce visitors (or delegate to presiding officer or member-host)
- congratulate members on birthdays, anniversaries and honors received
- express sympathy for those ill or in sorrow
- conduct necessary business before meal, if there is one (refer detailed and undeveloped matters to board and/or committee)
- make important announcements
- call on chairperson-of-day to introduce 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 business of the club. This meeting is the opportunity for the club officers to effectively and efficiently coordinate the work of the club, both its internal activities as well as its 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 date of board of trustees meeting in club bulletin and at 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 regular 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 (1 hour, 35 minutes):

- reports of officers (resignations, transfers, new members, special events)
- reports of committees
- 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, Serra 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 between April 1 and 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 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.

Serra International Convention

The Serra International convention is the annual opportunity for the Serra family to gather together in 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 Serra 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.

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 Serra'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

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
- Be involved in selection of governor-elect
- Consider nominees for 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 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.
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, and the *Handbook for Serrans*.
4. I am familiar with promotional literature like the *SERRAN*.
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 meet with committee chairpersons regularly.
12. Club members are satisfied with internal programs.
13. I arranged for a visit of the district governor and had my reports ready.
14. I have conferred with my successor before going out of office.
15. I have arranged a joint meeting of incoming and outgoing board of directors and committees to "clear the deck" for the new administration.
16. I submitted necessary reports when due.
17. I performed my very best at all times.
18. 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 <u>(name of greeter)</u> |
| 12:37 | Vocation Talk by <u>(name of club member)</u> |
| 12:42 | Committee Announcements |
| 12:47 | Special Matters/Announcements |
| 12:50 | Chaplain's Message by <u>(name of chaplain)</u> |
| 12:54 | Speaker Introduction (see Program Manual for biographical information)
Introduction by <u>(name of club member)</u>
Speaker: <u>(name of speaker)</u> |
| 1:29 | Thanks to speaker

<u>Announcement of Next Program by (name of club member making the announcement, name of speaker, name of topic)</u> |
| 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)

- .
- .

Name _____ Phone _____

II. Program Committee

Possible projects: (list projects for the year)

- .
- .

Name _____ Phone _____

III. Membership Committee

Possible projects: (list projects for the year)

- .
- .

Name _____ Phone _____

IV. Communications Committee

Possible projects: (list projects for the year)

- .
- .

Name _____ Phone _____

V. Social Programs

Possible projects: (list projects for the year)

- .
- .

Name _____ Phone _____

Appendix C: Sample Organizational Chart

The Serra Club of (name of club)
Organizational Chart

District Governor

President

Vice President-Vocations

Committee Members

Vice President-Communications

Committee Members

Secretary

Chaplain

Trustee

Trustee

President-Elect

Vice President-Programs

Committee Members

Vice President-Membership

Committee Members

Treasurer

Editor

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?
- How can we achieve the *University of Christian Principles*?
- 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?

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
---------------------------------------	-------------------	------------------------	-----------------

Parish Council Members

Eucharistic Ministers

Lectors

Ushers

Men's/Women's Club Members

PTA/PTO

Others