Agenda

- **Responsibilities of 2nd Vice-President per the ICF By-laws**
  - Responsible for all Branch property
  - Responsible for arranging the meeting room
  - May seek assistance if needed
  - Will carry-out the duties of the President or 1st Vice-President in their absence

- **Additional points**

*Let’s step through each*....
The 2nd Vice-President is Responsible for all Branch Property
The 2nd Vice-President will purchase and store items needed for the monthly General Meetings

Sample Shopping List

- Plates
- Cups
- Bowls
- Napkins
- Eating utensils
- Beverages
- Table covers
- Trash bags (if needed)
- Dish soap and towels (if needed)
- Other specialty items needed
The 2nd Vice-President will store and maintain other Branch items

- There will be other items that the Branch is given or that the Branch may acquire. It is up to the 2nd Vice-President to make sure those items are stored in a safe place and that they are maintained in good condition.
- They must also make sure the items are accessible as the Branch needs them.

Example:  
- Branch Banner or Flags
- Officer’s Regalia/Scarves
- Items for Prayer Table
The 2nd Vice-President is Responsible for Setting Up the Meeting Room
In preparation for the monthly General Meetings, the 2\textsuperscript{nd} Vice-President will carry out a set-up plan for the meeting space.

**Sample Set-Up Plan**

A table for the Sentinels will be needed by the front entrance for Members to check in; a podium or head table for Officers to run the business meeting; Branch banner; a prayer table; kid’s craft area; adequate seating for members; and tables for serving food and drinks, typically close to kitchen facilities. (There might be additional tables set up for door prizes, etc.)
It will be helpful to have a checklist of items that need to be completed before and after the General Meeting.

### Sample Set-Up / Tear-Down Checklist

<table>
<thead>
<tr>
<th>(√)</th>
<th>ITEMS TO BE COMPLETED BEFORE THE MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Obtain room key and microphone from Parish Office</td>
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<tr>
<td></td>
<td>Set-up tables and chairs (sometimes the church custodian will perform this task)</td>
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<td></td>
<td>Turn on air-conditioning or heat (if needed)</td>
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<td></td>
<td>Set-up music (if not already assigned to someone else)</td>
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<tr>
<td></td>
<td>Put out branch banner and flags (American and Italian if available)</td>
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<tr>
<td></td>
<td>Set out supplies for meal (plates, cups, eating and serving utensils, etc.)</td>
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<tr>
<td></td>
<td>Set-up coffee supplies (if needed)</td>
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<tr>
<td></td>
<td>Set-up prayer table (or delegate this to Orator)</td>
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<table>
<thead>
<tr>
<th>(√)</th>
<th>ITEMS TO BE COMPLETED AFTER THE MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Make sure trash is taken out</td>
</tr>
<tr>
<td></td>
<td>Make sure unused items are properly clean and stored</td>
</tr>
<tr>
<td></td>
<td>Lock up room, turn off air/heat/lights, and return key and microphone to Parish Office</td>
</tr>
</tbody>
</table>
The 2\textsuperscript{nd} Vice-President May Seek Assistance if Needed
The 2\textsuperscript{nd} Vice-President may reach out to the other Officers, Members or Parish Staff to assist in their duties.

**Examples of how others can assist the 2\textsuperscript{nd} Vice-President:**

1. The parish custodian may assist in setting up/taking down of tables and chairs (the Branch could offer a small stipend for this service)
2. Members of the General Membership can volunteer to arrive early to assist in all set-up tasks
3. All members can assist in the take-down of the meeting space and disposing of trash
4. The Orator can be responsible for setting up the Prayer Table
5. The Sentinel can assist in placing tablecloths and decorating the member tables
6. Other members can set-up kids’ craft supplies
The 2nd Vice-President Will Carry Out Duties of the President or 1st Vice-President in their Absence
Additional Points
### 2nd Vice-President

**General Meeting Checklist**

**Meeting Date:** ________________

<table>
<thead>
<tr>
<th>Obtain Room Key and Microphone (check with Parish Office)</th>
<th>Supplies:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tablecloths</td>
</tr>
</tbody>
</table>

| **Room Set-up:** Tables, chairs, podium | Plates (dinner and dessert), bowls (for salad or soup) |

| **Air Conditioning** | Eating utensils – forks, knives, spoons |

| **Microphone and Music** | Broom (check if church supplies) |

| **Banner/Flags** | Dish soap and towels (if needed) |

| **Prayer Area (get help from Orator)** | Trash bags (check if church supplies) |

| **Tablecloths, decorations (get help from Sentinel or other members)** | Cups – for wine, soft drinks, and coffee |

| **Serving utensils and Drink Table supplies (containers for ice and drinks)** | Coffee pot and supplies – sugar, creamer, stirrers |

| **Kids’ Craft Area (get help from member)** | **Take-down:** All that’s out is put away! |
Be Organized

It is recommended that the 2nd Vice-President find storage at the parish, purchase only necessary items, make set-up as easy as possible, and get members in the habit of helping out.

Arrive Early

Find Parish Storage

Keep Track of Supplies

Utilize Checklist

Ask for Help
More Information...

**Bollettino**
- Newspaper published 11x / yr
- Information on ICF areas of interest and reports from branches throughout the U.S.

**Web Site**
- [www.icf.org](http://www.icf.org)
- Details about the organization and up-to-date information
- Officers’ Portal

**National Office**
- 8393 Capwell Drive #110
- Oakland, CA 94621
- 1-888-ICF-1924