ITALIAN CATHOLIC FEDERATION
Promoting Faith, Family and Heritage Since 1924

Recording/Corresponding Secretary Training
Agenda

• Responsibilities of Recording and Corresponding Secretary per the ICF By-laws
  • Keeps record of all branch members
  • Keeps record of the proceedings of each meeting
  • Reads all communications
  • Assists President in preparing branch correspondence

• Additional points

Let’s step through each….
The Secretary Keeps a Record of All Branch Members
The Recording/Corresponding Secretary Keeps a Copy of the Most Recent Membership List

<table>
<thead>
<tr>
<th>Name (Last, First)</th>
<th>Address, City, State, Zip</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ferrari, Cynthia</td>
<td>123 Street, Halo, CA 77777</td>
<td>999-222-3001</td>
<td><a href="mailto:cferrari@email.net">cferrari@email.net</a></td>
</tr>
<tr>
<td>Ferrari, Tony</td>
<td>123 Street, Halo, CA 77777</td>
<td>999-222-3001</td>
<td><a href="mailto:tferrari@email.net">tferrari@email.net</a></td>
</tr>
<tr>
<td>Italia, Lucia</td>
<td>456 B Avenue, Halo, CA 77777</td>
<td>999-222-3344</td>
<td><a href="mailto:luciaitalia@email.net">luciaitalia@email.net</a></td>
</tr>
<tr>
<td>Smith, Antonio</td>
<td>789 D Circle, Halo, CA 77777</td>
<td>999-222-1234</td>
<td><a href="mailto:asmith4@email.net">asmith4@email.net</a></td>
</tr>
<tr>
<td>Zamboni, Rita</td>
<td>954 G Lane, Halo, CA 77777</td>
<td>999-222-9555</td>
<td><a href="mailto:zambr@email.net">zambr@email.net</a></td>
</tr>
</tbody>
</table>
The Secretary Keeps a Record of the Proceedings of Each Meeting
Officers’ Meetings

Officers’ meetings are typically held once per month for officers to discuss upcoming activities, budget, etc.

Sample agenda:

• Opening Prayer
• Minutes
• Financial Secretary Report
• Treasurer Report
• Old Business
• Last General Meeting Feedback
• New Business and Upcoming Events
• Next General Meeting: _____________________
• Other business / new ideas / open floor
• Next Board Meeting: _____________________
• Closing Prayer

Minutes can be sent out after the meeting to save on review time of past minutes at the next monthly meeting.
General Meetings

General meetings for ICF members are typically held once per month. President and Secretary should confer on agenda before each meeting.

**Sample agenda:**

- Call to Order
- Opening Prayer
- Salute to the Flag and Federation Salute
- Introductions: CC members, Branch Deputy, guests, and new members
- Roll Call of Officers (optional)
- Approval of Minutes (minutes can be condensed when read)
- Communications (can be condensed)
- Financial Report and Bills Payable
- Old Business and New Business (upcoming events, committee reports)
- Deputy Report
- Good of the Order (member announcements or CC member if present)
- Prayer and Adjournment
- Program

A copy of the previous month’s minutes can be made available for members who wish to review the entire document.
Recording Secretary Minutes

Sample:
Branch__________________
Title_________________________
Date_________________
President__________________called the meeting to order at____PM.
Chaplain_________________or Orator _____________________ led the opening prayer.
Pledge of Allegiance and the ICF salute followed.
ROLL CALL OF OFFICERS:  Present:    Absent:
READING OF THE MINUTES:
NEW MEMBERS:
COMMUNICATIONS:
Sample (cont.):

FINANCIAL REPORT:
Treasurer gave the following report:

General Fund
  Start____________________
  Deposits_________________
  Expenses_________________
  TOTAL_________________

Social Fund
  Start____________________
  Deposits_________________
  Expenses_________________
  TOTAL_________________

Bills Payable
Sample (cont.):

COMMITTEE REPORTS:
(Note - Not all committees will report at every meeting)

- Sunshine (ill or deceased or other)
- Membership
- Apostolate/Charity
- Heritage
- Publicity
- Scholarship

UNFINISHED BUSINESS:

NEW BUSINESS:

DEPUTY REPORT:

GOOD OF THE ORDER:

The Chaplain or Orator led us in a closing prayer and President________________ adjourned the meeting at _________PM.

Respectfully submitted, Recording Secretary
The Secretary Reads All Communications
Summarizing Correspondence

The Secretary can present a summary of correspondence received including Thank You cards, Event Invitations, etc. Members can review the correspondence after the meeting.
The Secretary Assists President in Preparing Branch Correspondence
Submit Parish Bulletin and Pulpit Announcements

Bulletin Announcements
• Submitted for General Meetings and Special Events
• Submission deadlines are typically 10 days prior to weekend of publication (check with church)
• Announcements can be placed in additional local parishes
• Important to keep a reference of submission deadlines and contact information for each parish
• Keep in contact with 1st Vice President for all the information to include in announcement

Pulpit Announcements
• Verbal announcements given at the weekend Masses
• Submission deadlines are typically the week prior to the weekend that announcement takes place
• These only take place at the Branch parish, not others

(Sample announcement located in Additional Points)
Publicize Monthly Meetings and Special Events in Local Media

Monthly General Meetings

• A short announcement about the monthly General Meeting can be placed in a local community publication
• Contact information should be noted for future reference

Special Events

• For events that cater to larger audiences (i.e. dinner dance fundraiser or Italian festival, etc.), local media can be contacted to cover the event
• A flyer can be distributed to community bulletin boards
• A press release can also be submitted to a newspaper or radio station
Submit Articles to ICF Bollettino Newspaper

Submission Guidelines

• Deadline: 10th of every month
• 250 words maximum
• Submit article to: icfeditor@gmail.com
• A Branch can summarize past events, highlight upcoming event dates, etc.
• A picture can also be submitted with a caption
• Review articles from other Branches to get ideas for what to submit

(Sample article located in Additional Points)
When Branch President Sends Correspondence, the Secretary Can Assist as Needed

Italian Catholic Federation  
Name of Church, Branch ###  
Name of Church Catholic Church  
Street Address • City, State Zip  
(###) ###-####

<table>
<thead>
<tr>
<th>Officers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Chaplain</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td><strong>Presidents</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td><strong>1st Vice Presidents</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td><strong>2nd Vice President</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td><strong>Financial Secretary</strong></td>
</tr>
</tbody>
</table>

Today's Date

To Whom It May Concern,

Sincerely,

President  
Italian Catholic Federation, Branch ###  
Church Name  
City, State
Additional Points
The Secretary Needs to be Organized
Be Organized
Keep track of contacts and deadlines on a master list and place copies of monthly meeting minutes in a binder
Bulletin Announcement

Italian Catholic Federation Monthly Meeting!
You, your family, and friends are invited to attend the next Italian Catholic Federation General Meeting on **Weekday, Month Day at Time, at Location**. We will have a potluck dinner. Cost is $3.00 for adults to cover drinks and supplies and children 12 and under are free. To RSVP and get details on what to bring, call Name at Phone by Date.

We look forward to seeing you on Month Day!

Pulpit Announcement

The Italian Catholic Federation will have its next General Meeting on **Day of Week, Month Day at Time**. Join us for fun, food and fellowship. Please see the parish bulletin for more details.
Santa Rosa, Br. 18

“Be there, or be square!” This is our 2016 calendar of events; March 19th, Anniversary Dinner Dance, chicken & risotto by Randy Apel, May 7th Mothers Day ham & roast potato dinner, November 19th Festa D’Autunno polenta & stew dinner. All dinner dances listed to be accompanied by “Showcase Band”. All the listed events @ $20.00 and will be held at Scottish Rite Center. We are most fortunate to have two hard-working members such as Doreen O’Rourke and Butch Bondi helping to make our fundraisers successful. A big welcome to Bill Occhipinit, our newest member. Keep bringing in those new members, we love them!

Happy Presidents and St. Valentines Days!

Marie Canale
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
- Details about the organization and up-to-date information
- Officers’ Portal

National Office

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