Agenda

• Responsibilities of 1st Vice-President per the ICF By-laws
  • Responsible for monthly Branch programs
  • Will carry out the duties and rights of the President in their absence
  • Will assume the duties of the 2nd Vice-President if there is not one

• Additional points

Let’s step through each....
The 1st Vice-President is Responsible for Monthly Branch Programs
The 1st Vice-President will collect ideas for monthly programs

- Review previous branch programs
  - While it is good to repeat programs, it is important to infuse new ones
- Research new ideas for programs
  - Reach out to other branches to get information on their best programs (see sample ideas)
  - Find out about local entertainers or guest speakers
- Ask your branch members
  - A questionnaire can be used for member feedback and new ideas
General Meeting Program Ideas

- Cooking Lesson
- Dance Group
- Game Night
- Guest Speaker
- Heritage Night
- Holiday Party
- Live Entertainment
- Paint Night
- Pasta Sauce Cook Off
- Video Presentation
- Wine Tasting
The 1st Vice-President will propose and present the programs

- Once the Officer Elections are completed in October, the 1st Vice-President can begin brainstorming meeting program ideas for the new year
- A proposed list of monthly meeting programs is prepared for discussion at the Officer’s Meeting
  - Suggestions regarding a menu to complement the program can be discussed
  - Officers vote to forward the meeting programs to the membership for approval at the next General Meeting
  - In some branches the 1st Vice-President oversees the details of the monthly meals
- Present the list of programs to the Membership
The 1st Vice-President will plan all details of the program

- Oversee all details of program
  - Make necessary follow-up phone calls/emails
  - Work with 2nd Vice-President on decorations to complement a themed-program
  - Work within the budget of the Branch if a cost applies, i.e. musician, guest speaker
  - Manage program the night of the meeting
The 1st Vice-President Will Carry Out Duties of the President in their Absence
Overview: Duties of the President

- **Responsibilities of President per the ICF By-laws**
  - Presides at every branch and officers’ meeting
  - Acts as signatory on all branch accounts
  - Sees that every officer performs their duty
  - Sees that by-laws of the ICF are observed
  - Appoints committees
  - Oversees voting process and breaks tie votes

**Note:** Refer to Officer Training in Members’ Area at [www.icf.org](http://www.icf.org) to review all information for President
The 1\textsuperscript{st} Vice-President will assume the duties of the 2\textsuperscript{nd} Vice-President if there is not one.
Overview: Duties of the 2nd President

- **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

**Note:** Refer to Officer Training in Members’ Area at [www.icf.org](http://www.icf.org) to review all information for 2nd Vice President
Additional Points
Be Organized

The 1st Vice-President will need to ensure that all aspects of planning and executing the monthly programs are completed.

- Research Ideas
- Work with Officers
- Consult with Members
- Take Care of all Details
- Oversee Meeting Program
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**

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