

ITALIAN CATHOLIC FEDERATION

Promoting Faith, Family and Heritage Since 1924



2nd Vice-President Training

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.

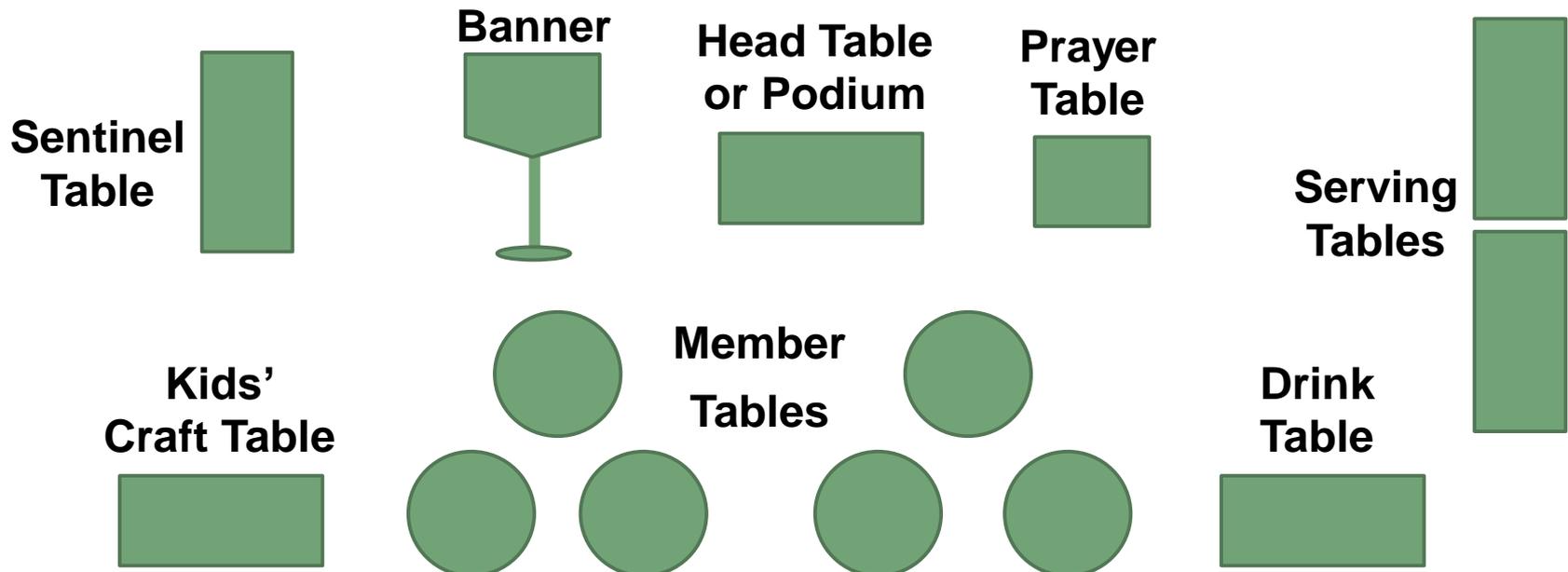
Example: Branch Banner or Flags
 Officer's Regalia/Scarves
 Items for Prayer Table

***The 2nd Vice-President is
Responsible for Setting Up
the Meeting Room***

In preparation for the monthly General Meetings, the 2nd 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

(√)	ITEMS TO BE COMPLETED BEFORE THE MEETING
	Obtain room key and microphone from Parish Office
	Set-up tables and chairs (sometimes the church custodian will perform this task)
	Turn on air-conditioning or heat (if needed)
	Set-up music (if not already assigned to someone else)
	Put out branch banner and flags (American and Italian if available)
	Set out supplies for meal (plates, cups, eating and serving utensils, etc.)
	Set-up coffee supplies (if needed)
	Set-up prayer table (or delegate this to Orator)
(√)	ITEMS TO BE COMPLETED AFTER THE MEETING
	Make sure trash is taken out
	Make sure unused items are properly clean and stored
	Lock up room, turn off air/heat/lights, and return key and microphone to Parish Office

***The 2nd Vice-President May
Seek Assistance if Needed***

The 2nd 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 2nd 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: _____

Obtain Room Key and Microphone
(check with Parish Office)

Supplies:
Tablecloths

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.



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

February 2016 Italian Catholic Federation Anno 92 No. 02

BOLLETTINO

Congratulations to Branch 198 Celebrating its 50th Anniversary



Branch 198 Charter Members celebrating 50 years are Mary Desideri, Rose Anderson, and Kathy and Robert Acquastapace.

Santa Rosa on January 9, 2016. In attendance were Grand President Leonard Zasoski, Jr., Grand 2nd Vice President Vince Piro, Grand Secretary Lauren Kikullen, Grand Treasurer Anne Intraface, Past Grand President Carmine Kikullen, Past Grand President and President of Branch 198 Robert Acquastapace, Central Council Parliamentarian and Past Grand President David Botta served as the Master of Ceremonies.

Grand President's Monthly Message
by Leonard Zasoski, Jr.
It is traditional to read the Grand President's Installation speech in the February issue of the Bollettino. Enjoy.

Dear ICF Members,

I would like to thank the newly elected officers from throughout the Federation. Your commitment to be leaders in your branches and districts is greatly appreciated.

Over the past several years the Central Council has seen a need to strengthen and rejuvenate the Federation. The process for doing this has come about through our Strategic Plan. We are currently entering the 2nd year of a 3-year plan. The first year and the first quarter of this year have been about working with the districts and branches in achieving our core strategies that came about through the Strategic Plan. Each of these core strategies Membership Growth & Retention, Leadership, Finances, Community Connections (Establishing connections with our Parish and Community) is vital to the well-being of all branches.

Membership growth and retention will be a major focus throughout the Federation during 2016, for bringing in new members and retaining our existing members. Our goal with the Strategic Plan this year is to have each branch conduct a membership drive. The Membership and Task Force Committees, headed by Nina Malone and Vince Piro, are there to help, if needed, with your membership drive, please contact them for assistance. The leaders within your branch must play a proactive role in this endeavor, and as you

Make Your Reservations for "Late Night Catechism"

Tickets at 1-800-838-3000 ext. 1, or ordering online at <http://ICF.NC.bowpaperickets.com>

Catechism classes are never as much fun - or as hilarious - as when they are led by Sister in the hit comedy "Late Night Catechism," by Vicki Quade and Marqut Doonan.

"Late Night Catechism" is an uproarious piece of theater that takes audience members back - sometimes nostalgically, sometimes fearfully - to the children they once were, and the irrepressible Sister teaches an adult catechism class to a roomful of "students" (the church with everyone who survived the ups and



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Celebrating Faith, Family and Heritage Since 1924

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Serving the Needs of Our Community

Through families and fellowship, the Italian Catholic Federation promotes and supports the Catholic faith and its values, encourages apostolic and charitable works, and celebrates our Italian American heritage and all the heritages of our communities.

