

ITALIAN CATHOLIC FEDERATION

Promoting Faith, Family and Heritage Since 1924



President's Training

Agenda

- **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
- **Additional points**

Let's step through each....

***The President Presides at
Every Branch and Officers'
Meeting***

General Meetings

General meetings for ICF members are typically held once per month

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
- New Business (upcoming events, committee reports)
- Deputy Report
- Good of the Order (member announcements or CC member if present)
- Prayer and Adjournment
- Program

(Agenda template available at www.icf.org)

General Meeting Checklist

	Dinner & Dessert Menu/Who will purchase:
	Meeting Time, Price, RSVP Date:
	Evite Invitation, Phone Calls, Parish Bulletin/Who is in charge:
	Supplies: Plates, Silverware, Drinks, Cups/Who will purchase:
	Set-up and Take-down/Who will do this:
	Program Description:
	Program Supplies needed/Who will purchase:
	Set-up Instructions to Church & School/Who will make contact:
	Decorations: Tablecloths, centerpieces, etc./Who will be in charge:
	Dinner Music Plan/Who will be in charge:
	Sentinel preparation: Nametags, Sign-in Sheet, Pens, Opportunity Drawing or Raffle Prize Drawing, purchase of raffle tickets
	Financial Secretary preparation: Membership table with applications

General Meetings

Some helpful suggestions:

- Plan your agenda prior to the meeting
- Begin and adjourn on time. Be brief and keep the business portion of your meeting to ½ hour
- Welcome guests and introduce them. Make new members feel welcome
- Include a heritage program in your meeting (for instance, members can share family history)

General Meetings

Some helpful suggestions (cont):

- When Chaplain is present, invite him to offer opening or closing prayer or ask if he wants to address the branch
- Promote ICF programs – Cooley's Anemia, Scholarship, Providenza Fund, Gifts of Love, Convention Raffle Tickets and Calendar sales
- Plan a fun and memorable program for after the business portion of the meeting (guest speaker, film, game, etc)
- Some branches periodically have dinner on the meeting night (optional but recommended)

Officers' Meetings

Periodically hold officers' meetings 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

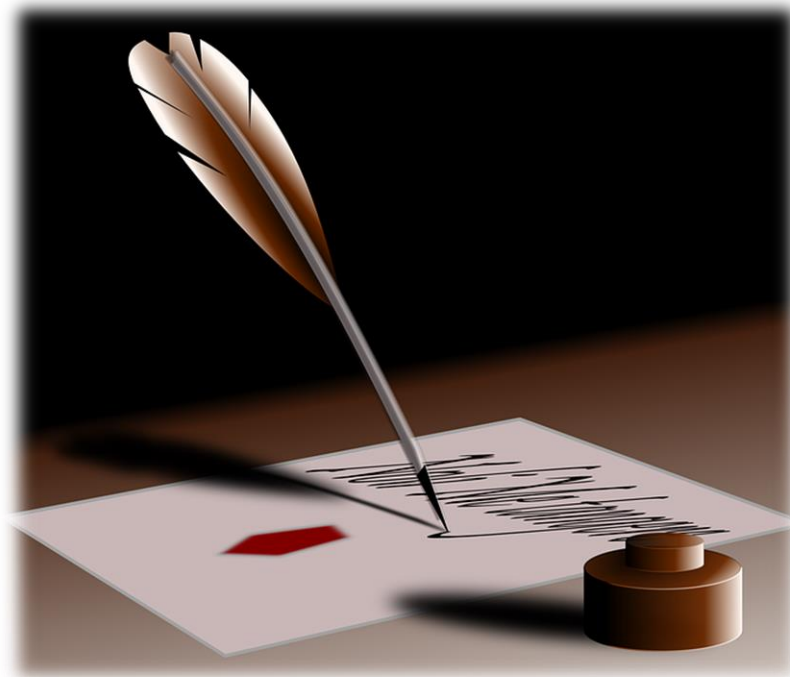
Officers' Meetings

Some helpful suggestions:

- Plan your agenda prior to the meeting
- Make recommendations to the Officers for their approval
- Meet with chairpersons of committees
 - These meetings should avoid any unnecessary discussion at the regular branch meetings



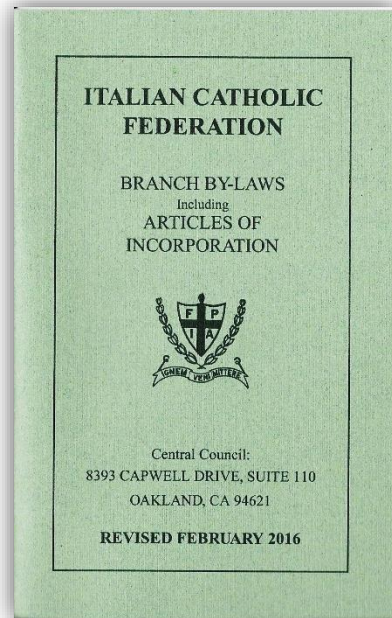
The President is an Authorized Signatory on All Branch Accounts



The President Sees that Every Officer Performs His/Her Duty



The President is Responsible to See that the By-Laws and Ritual of the I.C.F. are Observed



The President Appoints Committee Chairpersons



Standing Committees

The President appoints the chairperson of each committee. The chairperson may select other Branch members for assistance.

(Refer to Branch By-laws Chapter XIII, Articles 1-6 for more details)

- **Public Relations:**
Responsible for publicizing Branch activities
- **Membership:**
Responsible for promoting new members for the Branch
- **Apostolate/Charity:**
Responsible for promoting Apostolic/Charity work of the ICF
- **Heritage:**
Plans Branch heritage programs
- **Scholarship:**
Facilitates Branch sponsorship of ICF scholarships

Other Committees

- **Fundraising:** Responsible for organizing events to raise funds for the branch's many charities
- **Social:** Plans social activities in the branch to encourage community building such as dinners, dances, theater events, bus trips, and travel.
- **Volunteer:** Organizes member interest forms to ensure that all members are participating in branch activities
- **Sunshine:** Manages Get Well Cards and Sympathy Cards to branch members
- **Convention Calendar Sales:** Organizes sale of annual ICF Calendars to branch members and parish
- **Convention Raffle Tickets:** Organizes sale of annual Convention raffle tickets to members and parish

Voting

President oversees voting process and breaks tie votes

- It is the duty of the President to examine and announce the results of all votes
- In the case of a tie vote, the President's vote shall decide
- When a secret ballot is taken, the President is entitled to cast a vote
- The President shall not make nor second any motion nor take part in debate while in the chair



Additional Points

The President Needs to be Organized

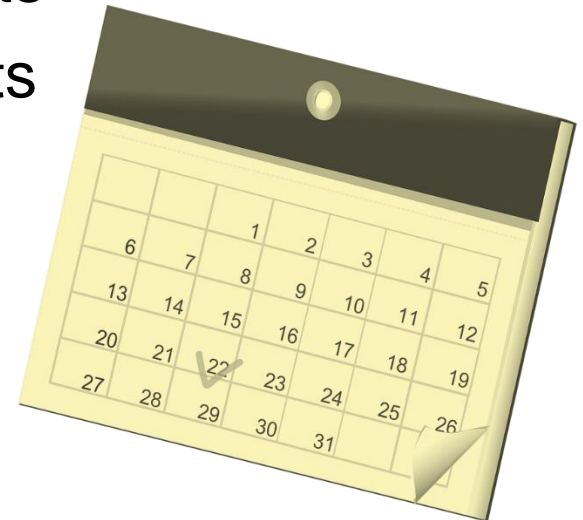


The President Needs to be Organized

The President needs to manage several calendars to keep Officers and Branch Members informed of important dates and deadlines. Also he/she should be aware of big events happening within the Parish.

Calendars:

- Branch Calendar of Meetings and Events
- District Calendar of Meetings and Events
- ICF Office Important Dates Calendar



Branch Calendar Sample

January 9	Friday	General Meeting
February 13	Friday	General Meeting
March 7	Saturday	General Meeting
March 15	Sunday	St. Joseph Day Fundraiser
April 10	Friday	General Meeting
May 1	Friday	General Meeting
June 3	Friday	General Meeting
June 18	Saturday	Picnic and Bocce Tournament

- All General Meetings take place at Parish Hall
- Doors open at 6:00PM and Dinner will be served at 6:30PM
- Dinner R.S.V.P. is needed, please contact:

Board Meetings: Jan. 21, Feb. 18, Mar. 18, Apr. 15, May 20, June 17 on Wednesday at 7:00 PM in Room 1

District Calendar Sample

January	Installation of Officers
March	Communion Breakfast
June	Dinner Dance
September	Annual Convention
November	Bishop's Day
December	Christmas Party

- Each District has Installation of Officers and a Bishop's Day
- All other events might differ according to each District

ICF Office Important Dates

January

- Scholarship forms sent to branches from ICF Office
- Hospitalization Plan Members renew benefits
- Members pay yearly dues; Members in arrears of 3+ months will not receive benefits of Hospitalization plan

February

- All branch Scholarship donations due by March 15

March

- Financial Secretary notifies members who have not yet paid yearly dues
- Branch per capita due upon receipt to ICF Office
- Members submit names of candidates for Convention awards: Grand President's, Pope Saint John XXIII, Saint Teresa of Calcutta, Family of the Year and Young Adult Leadership. Mail applications to the ICF Office.

ICF Office Important Dates (cont)

April

- Branches elect convention delegates in May
- Discuss any proposals to change/delete Branch by-laws and have members vote. Reminder: Send proposals to ICF Office by May 31

May

- Election of branch convention delegates (ICF Office will send information)
- Branch By-Law proposals sent to ICF Office by May 31
- Branch members buy/sell convention raffle tickets during summer
- Mail new membership applications to ICF Office by June 30

June

- Convention delegate registration due to ICF Office by June 30
- Apostolate/Charity Summary report due to ICF Office by July 15
- ICF founded on June 15, 1924 in San Francisco, CA

ICF Office Important Dates (cont)

July

- Membership drive ends. New member applications due June 30

August

- Final donations for Cooley's Anemia to ICF Office by August 15
- Review/discuss Branch By-law proposed changes with members
- Mail check for Convention raffle tickets to ICF Office

September

- ICF National Convention – Labor Day Weekend. Convention report by delegates at September branch meeting
- Election of branch officers in October
(see addendum for Elections)
- Branch Liability Insurance premium due to ICF Office upon receipt. Per capita due, payment upon receipt.

ICF Office Important Dates (cont)

October

- Election of new branch officers
- New and past branch officers meet to plan yearly branch programs
- New president appoints committee chairpersons and district delegate(s)
- Send list of new branch officers to ICF Office

November

- New branch president presents yearly calendar for member approval, announces committee chairpersons and district delegates and alternates

December

- Per capita due. Payment due upon receipt
- Financial Secretary to collect dues for new year

The President Needs to be Informed about ICF Charities, Events and Programs



More Information...

Bollettino

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

Web Site

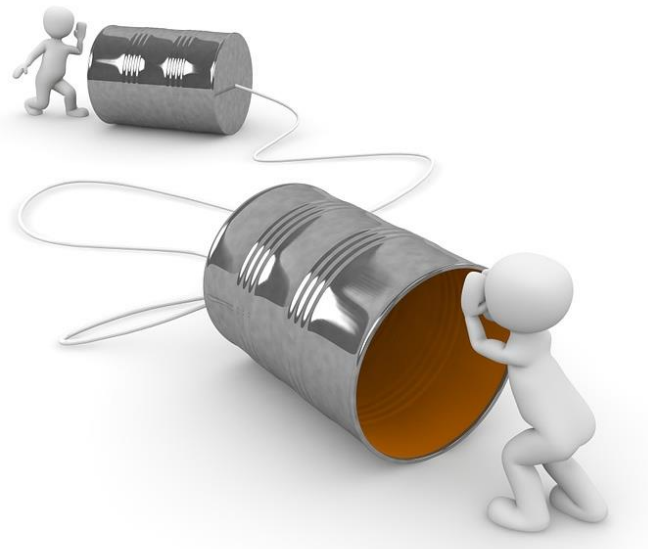
- www.icf.org
- Details about the organization and up-to-date information
- Officers' Portal

National Office

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

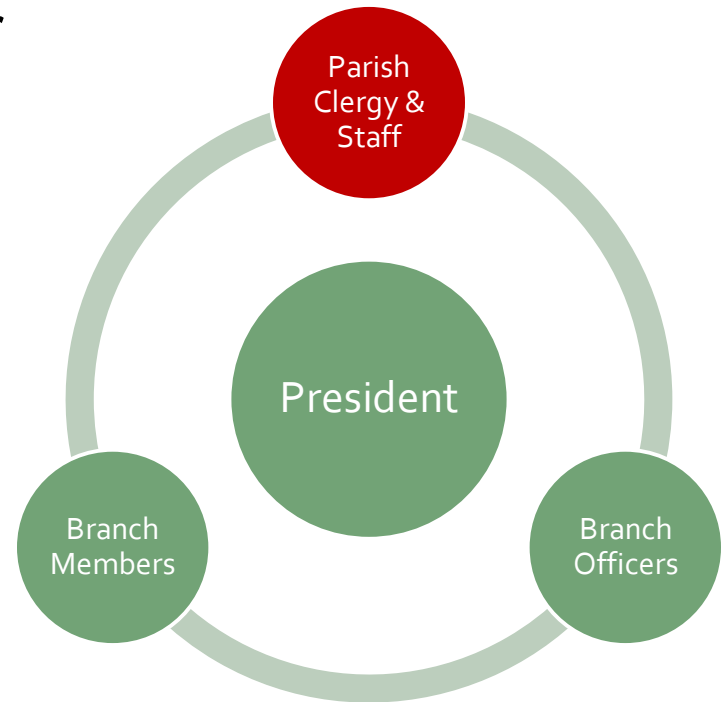


The President Needs to Communicate Openly with Parish Staff, Officers and Members



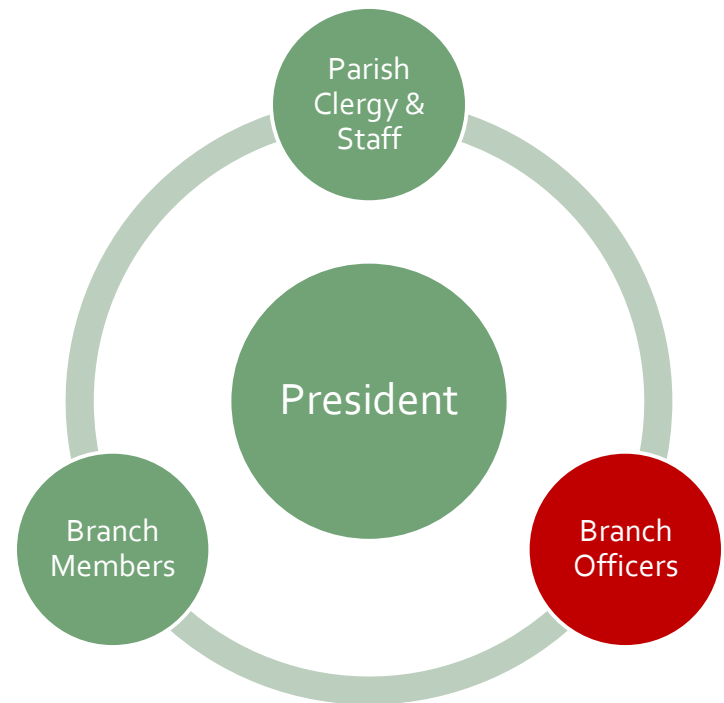
Open Communication with Parish Staff

- Build good relationship with Pastor and/or Chaplain
 - Share branch plans for the year
 - Ask how the branch can be of service to the parish
- Ensure Distribution of Calendars, Monthly Invites and Event Flyers to all Church Religious staff
- Build good relationship with Parish Secretary, Bulletin Editor and Facilities Manager



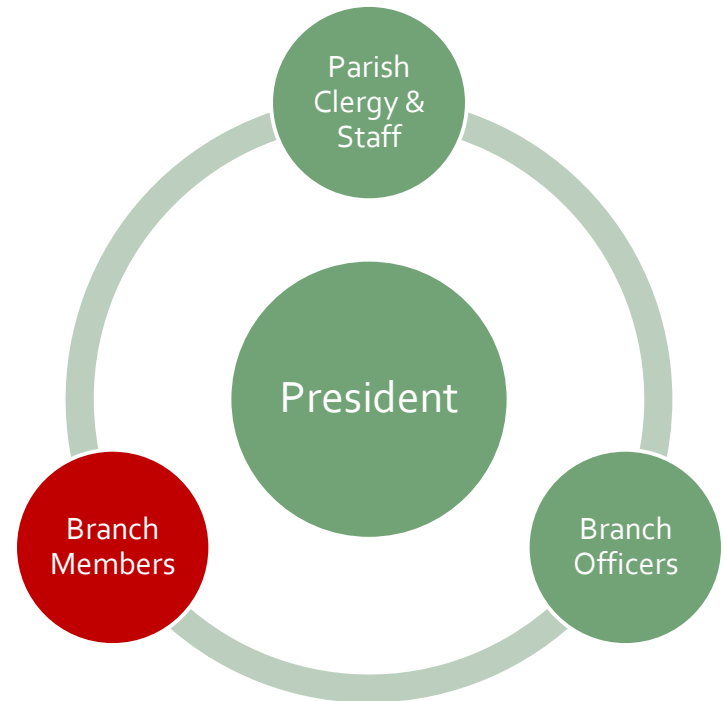
Open Communication with Branch Officers

- Create Positive, Collaborative, Supportive Environment
- Send out agenda prior to Board and General Meeting for feedback
- Acknowledge and Appreciate their Service



Open Communication with Branch Members

- Create Positive, Collaborative, Supportive Environment
- Ensure that members are informed of ICF programs and branch activities
- Encourage, Acknowledge and Appreciate member participation in branch activities



***The President Serves as
a Branch Representative***

The President Serves as a Branch Representative

- The President serves as a representative of the Branch in the following:
 - Parish Events
 - Community Events
 - Annual Convention
 - District Meetings and Events
- The President finds ways to promote the ICF within the Parish by collaborating with other organizations

FIVE POINTS FOR A SUCCESSFUL BRANCH



1. Good Leadership

- a. Enthusiastic and knowledgeable officers
- b. Pastor/Chaplain involvement
- c. Deputy encouragement and support
- d. Goals should be shared with membership

2. Good Communications – Public Relations



- a. Provide informative articles in Parish Bulletin
- b. Provide monthly articles in Bolletino
- c. Publicize branch activities in local media
- d. Send out newsletters monthly or quarterly
- e. Listen to your members

3. Good Planning



- a. Provide a yearly branch calendar noting date, time, and place of each activity
- b. Plan details of each activity at officers' meeting
- c. Include religious and social activities in yearly plans
- d. Try new ideas!

FIVE POINTS FOR A SUCCESSFUL BRANCH



4. Good Participation by Members

- a. Get as many members as possible involved
- b. Appoint committee chairpersons at beginning of year
- c. Have chairpersons report regularly
- d. Encourage members to use their talents

5. Good Attendance at Meetings



- a. Keep business meetings to ½ hour or less
- b. Make meetings interesting, fun and productive
- c. Make every attempt to have dinner meetings
- d. Plan special programs: Heritage, guest speakers, films, and games

Note: Additional material on building successful branches and attracting new members is located on the ICF website (www.icf.org) in the Members' Portal



Welcoming



Caring



Positive

**President is
1st Officer of the Branch**



Motivated



Enthusiastic