

# ITALIAN CATHOLIC FEDERATION

*Promoting Faith, Family and Heritage Since 1924*



**1<sup>st</sup> Vice-President Training**

# Agenda

- **Responsibilities of 1<sup>st</sup> 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 2<sup>nd</sup> Vice-President if there is not one
- **Additional points**

*Let's step through each....*

***The 1<sup>st</sup> Vice-President is  
Responsible for Monthly  
Branch Programs***

## The 1<sup>st</sup> 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 1<sup>st</sup> Vice-President will propose and present the programs

- Once the Officer Elections are completed in October, the 1<sup>st</sup> 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 1<sup>st</sup> Vice-President oversees the details of the monthly meals
- Present the list of programs to the Membership

The 1<sup>st</sup> Vice-President will plan all details of the program

- Oversee all details of program
  - Make necessary follow-up phone calls/emails
  - Work with 2<sup>nd</sup> 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 1<sup>st</sup> 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<sup>st</sup> Vice-President will  
assume the duties of the  
2<sup>nd</sup> Vice-President if  
there is not one***

## Overview: Duties of the 2<sup>nd</sup> President

- **Responsibilities of 2<sup>nd</sup> 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 1<sup>st</sup> 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 **2<sup>nd</sup> Vice President**

# ***Additional Points***

# Be Organized

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



# 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

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