

## **Branch President's Guidelines**

### Introduction:

The following guidelines have been developed to assist you in carrying out your duties as President of the Branch. Attached is a yearly schedule of important events and dates when materials are due in the Central Council Office.

In order to begin each year properly, immediately after your Branch's Election of Officers in October, an Officers' Meeting should be scheduled to plan a yearly calendar of Branch activities. Contact the Pastor and discuss any special requests or projects for the Parish that the Branch may undertake. Keep your Pastor informed of your Branch activities, especially those dealing with Apostolate Charity work. (i.e. Branch Communion, Retreats, Masses, etc.) Check with the Parish Secretary about the availability of the Parish hall and facilities.

Upon approval by the membership, copies of the Branch activities calendar should be mailed to each member and to the Pastor so he is aware of the Branch events.

At the November meeting, the President appoints Chairpersons to the following standing committees:

Public Relations, Membership, Heritage, Apostolate/Charity, Scholarship, Other.

Branch Presidents must appoint 2 Delegates and 3 Alternates to attend District Council Meetings. (Note: a Branch President is an automatic Delegate to the District)

### OFFICERS' PLANNING MEETING

When all officers have been elected and committees established Officers' Meetings, with the appropriate Committee Chairpersons, should be held monthly or quarterly. These meetings are held prior to the regularly scheduled Branch meeting for the purpose of planning and suggesting the various activities and events sponsored by the branch throughout the year.

Details of the Branch activities such as time, location, ticket price, menu selection, etc. should be discussed in advance. Advanced planning will greatly increase your effectiveness in conducting a Branch meeting, thereby eliminating lengthy discussions of each event. Monthly meetings should be brief, no more than 1 hour if possible, so a program of interest can be presented to the members.

## BRANCH CALENDAR OF IMPORTANT DATES

- JANUARY I.C.F. Scholarship Applications sent to Branches from the I.C.F. office.
- Reminder:** Members of the I.C.F. Hospitalization Plan to renew benefits.
- Reminder:** Members to pay yearly dues. Members in arrears of more than 3 months will not receive benefits of Hospitalization plan.
- FEBRUARY **Reminder:** Scholarship Program. All Branch Scholarship Donations due by March 15<sup>th</sup>. Remember to speak on Gifts of Love, Cooley's Anemia and Providenza as well.
- MARCH Financial Secretary and/or President notifies members who have not yet paid yearly dues.
- Branch Per Capita due upon receipt to the I.C.F. office.
- Scholarship Donations/Applications due to the I.C.F. office by March 15<sup>th</sup>.
- Reminder:** Branches to elect Convention Delegates in April or May.
- Reminder:** Proposals to change/delete Branch By-Laws to be discussed and voted on by Branch members. Proposals sent to the I.C.F. office by April 30<sup>th</sup>.
- Reminder:** Members to submit names of candidates for I.C.F. Grand President's, Pope Saint John XXIII, Saint Teresa of Calcutta, Family of the Year and Young Adult Leadership Awards. Mail applications to the I.C.F. office by May 1<sup>st</sup>.
- Reminder:** Convention Yearbook ads, Memory Page and Sponsor's List due by June 1st.
- APRIL Branch By-Laws Proposals sent to the I.C.F. Office by April 30<sup>th</sup>.
- Branches to elect Convention Delegates in April or May.
- Reminder:** Members to submit names of candidates for I.C.F. Grand President's, Pope Saint John XXIII, Saint Teresa of Calcutta, Family of the Year and Young Adult Leadership Awards by May 1<sup>st</sup>.
- MAY Election of Branch Convention Delegates if not done in April.
- Applications for Awards sent to the I.C.F. office by May 1<sup>st</sup>.
- Reminder:** Letters for Branches to be excused from Convention must be sent to the I.C.F. office by June 30<sup>th</sup>.
- Reminder:** Branch members to buy/sell Convention Raffle Tickets.
- Reminder:** Mail new membership applications to the I.C.F. office by June 30<sup>th</sup>.
- JUNE Branch Per Capita due upon receipt to the I.C.F. office.
- Convention Yearbook ads, Memory Page and Sponsor's List due by June 1st.
- Convention Delegates' Registration forms sent to the I.C.F. office by June 30<sup>th</sup>.
- Letters for Branches to be excused from Convention sent to the I.C.F. office by June 30<sup>th</sup>.

I.C.F. membership drive ends. Applications for new members sent to the I.C.F. office by June 30<sup>th</sup>.

**Reminder:** June 15, 1924 founding of the I.C.F. in San Francisco, CA

**Reminder:** Apostolate/Charity Summary Report due July 7<sup>th</sup>.

JULY

Apostolate Charity Report sent to the I.C.F. office by July 7<sup>th</sup>.

**Reminder:** 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Year Scholarship Donations due by August 1<sup>st</sup>.

**Reminder:** Guest Registration Forms for Convention Banquet sent to the I.C.F. office by August 15<sup>th</sup>.

**Reminder:** Send in donations for Cooley's Anemia and Payments for Raffle tickets by August 15<sup>th</sup>.

AUGUST

Review/discuss with members proposed changes to Branch By-Laws.

2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Year Scholarship Donations due by August 1<sup>st</sup>.

Guest Registration Forms for Convention Banquet sent to the I.C.F. office by August 15<sup>th</sup>.

Final donations for Cooley's Anemia sent to the I.C.F. office by August 15<sup>th</sup>.

Mail check for Convention Raffle Tickets to the I.C.F. office by August 15<sup>th</sup>.

SEPTEMBER

I.C.F. National Convention--Labor Day Weekend.

Convention Fines due to the I.C.F. General Fund within sixty (60) days of notice from the I.C.F. Office.

Report of Convention by Delegates.

Branch Liability Insurance Premium due to the I.C.F. office upon receipt.

Branch Per Capita due upon receipt to the I.C.F. office.

Encourage sales of I.C.F. Calendar.

**Reminder:** Election of Branch Officers in October.

OCTOBER

Election of New Branch Officers.

New and Past Branch Officers meet to plan yearly Branch programs.

New President appoints Committee Chairpersons and District Delegates.

Send list of New Branch Officers to the I.C.F. office by December 1<sup>st</sup>.

NOVEMBER

New Branch President presents yearly calendar for Branch membership approval, announces Committee Chairpersons and District Delegates and Alternates.

**Reminder:** Send list of New Branch Officers to the I.C.F. office by December 1<sup>st</sup>.

DECEMBER

Branch Per Capita due upon receipt to the I.C.F. office.

**Reminder:** Financial Secretary to collect yearly dues for new year.