

MEN'S CLUB EXECUTIVE BOARD DUTIES

President

- Must have previously held a position on the Executive Board.
- Organize and run all general meetings.
- Chair the Executive Board.
- Represent the Men's Club at other parish or school meetings.
- Preside, with the Past President, over the vote count at all Executive and General Meetings and certify the results.
- Serve as Chairman of annual Crawfish Cookoff and member of all committees.
- Source and order the Men's Club apparel for the calendar year.
- Responsible for procuring guest speakers and/or proposing activities for general meetings.
- Assists with the marketing of club events and sale of Men's Club apparel.

Vice President

- Plan and organize the annual Christmas luncheon.
- Serve as a Men's club representative on the Parish Activities Committee.
- Serve as Chairman of annual Fish Fry.
- Update the Men's Club on any events that are being put on by other groups in the Parish, such as the Ladies Co-Op, Grandparents' Club, etc.
- Help plan and coordinate general meetings.
- Perform any duties delegated by the President when he is occasionally unavailable, such as conducting general and/or board meetings.
- As the first in line of succession, be prepared to step in and serve as President if, for whatever reason, the President can no longer serve.

Secretary

- Record minutes at all meetings. Share summary of Board meetings with President before general meetings.
- Marketing of Men's Club events and membership through the SPN Church Bulletin two (2) weeks before each Men's Club meeting.
- Create ballot for annual elections, ensure copies are passed out to the active members, and tally votes to determine winners of each position for the next year's Board.
- Perform any duties delegated by the President when he and the Vice President are occasionally unavailable, such as conducting general and/or Board meetings.

Treasurer

- Monthly, weekly, as necessary – write checks for all club expenses, makes all bank deposits, handles signature authority card with bank, makes available cash on hand for meeting needs (such as raffles) and other events.
- Reconcile the monthly bank statement and email a copy of the bank reconciliation to Parish Office and Archdiocese of New Orleans Representative.
- Maintain the general ledger of the Club, track the profitability of each fundraising events, and report to the Board (at monthly Board meetings) on the financial condition of the Club.
- Maintain active membership roster and collect outstanding dues. Handle sign-in duties at monthly general membership meetings.
- Maintain payments and inventory of Men's Club apparel.

Membership Director

- Set up table at ELC and school orientations to recruit new members.
- Maintain contact with new members to foster involvement and participation.
- Coordinate with other Board members to organize volunteers for events or other Club projects.
- Display and remove Men's Club meeting signs before and after each monthly meeting.
- Assist Treasurer with member sign-in at monthly meetings.

Event Coordinator

- Oversee and support event chairs and finds the chairs for all the Men's Club events.
- Organize the Men's Club Blood Drives and serve as the primary contact for the Blood Center.
- Help attract and schedule guest speakers.
- Coordinate volunteers to sell tickets at church prior to events such as Fish Fry and Crawfish Cookoff.
- Coordinate volunteers for all events when needed.

Sponsorship Director(s)

- Coordinate prizes, sponsorships, and donations for all meetings and events.
- Collect and coordinate Parade of Prizes at monthly meetings.
- Coordinate 50/50 and parade of prizes drawings at the Golf Tournament, Crawfish Cookoff, Fish Fry, and monthly meetings.

Food Director

- Order, purchase, and cook food for monthly meetings at all events.
- Serve as Head of Cooking Crew and delegates duties as needed.
- Responsible for setting up, breaking down, and clean-up of all food preparations at monthly meetings and events.

Hospitality Director

- Order, accept delivery of, and set up beer and other beverages for all general meetings, the Fish Fry, Crawfish Cookoff, Golf Tournament, and other events.
- Set up, stocking, breaking down, and cleaning up of beverage station at all general meetings.

Historian

- Maintain club website, social media accounts (including Club and Crawfish Cookoff Facebook page), and club calendar.
- Update all member email addresses and send club emails and text messages.
- Take and upload pictures of meetings and events.
- Marketing of all club events and sale of apparel via email, social media, and through school and Parish.
- Maintain accurate Men's Club information for the Viking Voice via email to the School's Principal by the Friday before distribution.

Past President

- Serve as an advisor to the Executive Board and offer invaluable feedback when needed.
- Preside, with the President, over the vote count at all Executive and general meetings and certify the results.

Sergeant At Arms

- Maintain order at general meetings.
- Assist Treasurer with member sign-in at general meetings.
- Aid in the collection of member dues.

Golf Tournament Coordinator

- Chair of Golf Tournament Committee.
- Responsible for ensuring a successful event by:
 - Procuring sponsorships, participating teams, volunteers, food, drinks, prizes for Parade of Prizes, prizes for Long Drive, Closest to the Hole, and Putting Contests as well as obtaining any necessary supplies.
 - Brainstorming potential additional fundraising ideas related to the Golf Tournament.
 - Leading setup and breakdown on the day of the tournament.

*****DUTIES FOR ALL BOARD MEMBERS*****

- Assist in finding guest speakers.
- Assist in seeking sponsorships and prizes for events and monthly meetings.
- Attend all monthly meetings and major events.
- Recruit new members and aid in fostering involvement and participation.
- Take pictures at events and share them with the Historian.
- When needed, assist with general preparation and clean up at all meetings and events.