

ACYOA CENTRAL COUNCIL OPERATIONS AND PROCEDURES GUIDE

(Dated: September 1991)

INTRODUCTION

The Central Council is the elected national body of the Armenian Church Youth Organization of America, Diocese of the Armenian Church of America. The Council is responsible for: (1) overseeing and carrying out all national and regional programs; (2) taking care of the various administrative tasks to maintain the National Organization; and (3) maintaining the National Treasury.

The Council meets at least four times a year, usually at the Diocese in New York City. The Primate, or his representative, presides over all Council meetings. Council members are expected to attend all Council meetings, act and dress appropriately, and be serious and diligent in carrying out the duties of their office and in completing assigned projects.

OFFICES

Chairman

1. Prepares agenda and convenes all Council meetings. The agenda, along with a memo announcing each Council meeting, should be sent at least 14 days prior to the Council meeting to the Primate, the Director of the Department of Youth Ministry, and all Council members. *Chancellor*
Diocesan Council Liaison
2. Implements basic parliamentary procedure during meetings and ensures that pertinent discussion is taking place at all times.
3. Represents the Council and the National Organization on the Diocesan level, as well as in non-Armenian Church circles.
4. Follows up on all activities and responsibilities of the Council as a whole and oversees Council members with regard to their assigned responsibilities.
5. Delegates responsibility to Council members and non-Council members to carry out designated tasks.
6. Maintains correspondence on the national level with the cooperation of the Corresponding Secretary.

Vice Chairman

1. Works in cooperation with the Chairman and takes over for the Chairman at any given time.
2. Handles additional assigned duties and responsibilities.

Treasurer

1. Maintains the national treasury of the Organization, including accurate accountings of all financial aspects of the Council and related activities.
2. Prepares a complete and thorough report for each meeting.

3. Pays bills within two weeks of receiving receipts.
4. Keeps the entire Council apprised of the financial situation of the Organization at all times.
5. Maintains the dues-paid membership list of the ACYOA and assists one of the advisors with the compilation of the Membership Directory.
6. Corresponds with each chapter regarding the submission of dues (includes initial letters, reminder notices, preparation of individual lists for chapters, etc.).

Recording Secretary

1. Records the proceedings of all Central Council meetings.
2. Sends copies of the minutes within three (3) weeks following each Council meeting, to the Primate, the Director of the Department of Youth Ministry, and fellow Council members. *+ Diocesan Council Liaison*
3. Affixes signature to important documents as needed.

Corresponding Secretary

1. Handles all correspondence of the Council as directed.

Advisors

1. Coordinate specific projects and handle miscellaneous responsibilities (i.e. Membership Handbook and Directory, National Mailing List, Chapter Resource Handbook, Public Relations, coordination of a specific program, etc.).

All Council members will be sending out correspondence of one form or another. Copies of all correspondence should be sent to the Council Chairman as well as the Director of the Department of Youth Ministry.

Copies of correspondence relating to regional conferences (and other national or regional matters) should be sent to the Chapter Chairmen, Delegates, and all clergy.

Copies of correspondence to a chapter outside of your designated region should be sent to the Council member who is liaison to that region and where a regional committee has been established, the chairman of the regional committee.

All Council members are expected to maintain accurate and organized files at all times.

All correspondence should be on ACYOA letterhead and should utilize proper formats.

REGIONAL ASSIGNMENTS

Each Council member, excluding the Council Chairman, will be assigned as liaison to a region. The regions are: Mid-Atlantic, New England, South-East, South-Central, Great Lakes and Northwest. The Council Chairman shall oversee all regional assignments.

Each Council member is responsible for maintaining contact with the parishes and chapters in his/her assigned region.

ADMINISTRATIVE/PROGRAM ASSIGNMENTS

Council members will be assigned national and regional programs to coordinate and administrative responsibilities to execute. Progress reports should be given at each Council meeting.

COMMUNICATION

One of the Central Council's main goals should be to constantly work toward improving overall communication within the Organization -- within the Council as well as between the Central Council and the chapters as every communicable avenue pursued will help to foster a greater sense of trust between the Council and the local chapters. Council members must get to know the chairmen on a more personal level and vice versa. When the Council is criticized, it must respond in a positive light, as much of the criticism receive is through ignorance due to lack of knowledge. The Council must educate the chapter chairmen to make them realize that the Council's output depends on their cooperation and commitment. In other words, the Council is only as good as they are. Outlined below are some of the avenues of communication which should be consistently pursued:

Letters

- a. Upon election, the Chairman should send out a letter of introduction (to all chairmen, clergy and delegates), stressing communication, outlining areas of mutual cooperation, listing goals, summarizing proposals and amendments passed at the General Assembly, informing of programs in the upcoming year, and other miscellaneous information (i.e. requesting bids for events in the coming year, etc.). The letter should also state the date of the first Central Council meeting and ask for input regarding various aspects of the organization prior to the meeting so that those topics can be discussed at the meeting. Enclosed with this letter should be a listing of Central Council members (including administration and program assignments as well as regional assignments), a copy of the Chapter Chairmen and Contact listing, the various administrative forms each chapter is required to use, and the Chapter "A" Award Guidelines.
- b. A letter should be sent to each Chapter Chairman upon election, congratulating them on being elected, outlining areas of mutual cooperation, informing them of who their Central Council liaison is, advising/reminding them of national and regional programs, dues, etc., and enclosing a copy of the Central Council listing, the Chapter Chairmen and Parish Contact listing, and the necessary forms required. This will make each Chairman directly aware of who they can call when they want any information as well as inform them of some of their general responsibilities, as the outgoing Chairmen many times fail to do so. (Information similar to that in letter of introduction).
- c. Letters of thanks should be sent to ACYOA members who assist the Central Council in any small capacity. These individuals may not necessarily qualify for Certificates of Appreciation, but they should be recognized in some small way. These can be done by the Corresponding Secretary.
- d. After each Central Council meeting, a "progress report" should be sent out to all Clergy, Chapter Chairmen and Delegates summarizing the issues discussed and informing them of next Central Council meeting.

Telephone Contact

- a. Liaisons should keep in touch with their respective chapters throughout the course of the year to obtain information on activities, listen to their concerns, and assist them in any way possible.
- b. Approximately two weeks prior to each Central Council meeting, telephone calls should be made to each chapter chairman regarding concerns or issues they may have for the Council's consideration.

Visitations

- a. As a general rule, Council members should try to visit each chapter once. However, when visitations are made, they should be made for a reason. Additionally, before a Council member goes on a visitation, especially the first few, he/she should read the Membership Handbook and Resource Handbook thoroughly so that when questions arise they can be answered with relative ease.
- b. Weaker chapters should be given first priority when scheduling visitations.
- c. When visitations are made, each Central Council member should make it a priority to discuss the programs and goals of the organization, offer assistance to the local chapter when necessary, and go over the various assignments of fellow Council members (administrative and program assignments). It should be very clear to the chapter what the Council is charged with and what each Council member's responsibilities are.
- d. Council members should try to schedule visitations to coincide with chapter meetings and activities. Formal arrangements should be made with the Chapter Chairman and the Parish Priest should be notified.
- e. The Central Council Chairman and the Director of the Department of Youth Ministry should be consulted/notified prior to each visitation.

Hye Hokin/Armenian Weekly Papers

- a. The Central Council Chairman should submit an update on Central Council activities to keep everyone apprised of what the Council is doing.
- b. Every time something significant happens, it should be publicized.
- c. Each year a "Meet the ACYOA Central Council" article should appear in Hye Hokin and be submitted to the weekly papers with pictures. Additionally, Council members should be contributing material to the weekly papers and should be quoted here and there. This is very important in the promotion of the overall organization.

Conferences

- a. A possible way of increasing communication and creating a more positive feeling between the chapters and the Central Council is to convene a conference with all Chapter Chairman and delegates to discuss national programs and goals, concerns local chapters may have, and ways to improve areas of mutual cooperation (i.e. communication). Council members should get to know these people on a more personal basis to make it easier for the chapter chairmen and the Council to work together during the course of the year.
- b. Regional conferences should be convened at least once a year to discuss and initiate regional and interchapter activities.

Assignments/Programs

- a. The Council must communicate as efficiently and frequently as it can with each chapter. Therefore, it is essential that mailings and other tedious and burdensome administrative responsibilities be channeled through the Department of Youth Ministry at the Diocese. Council members should be as visible as possible to the general membership.
- b. Council members should also have input in the coordination of the various programs (i.e. retreats, seminars, etc.). Furthermore, each Council member should have a role in organizing, executing, coordinating, and/or directing some of these programs. Local programs should also be encouraged and assistance given when necessary.
- c. National programs should be highly promoted and publicized in the parishes. Parishes and chapters cannot be expected to participate in a program they know little or nothing about. In addition, deadlines that are set will never be met if chapters are not reminded, informed, and made to understand what the Council's needs are.
- d. Assignments should be divided evenly between all Council members so that there is a balance. If a Council member is assigned to a specific project, only that Council member should be in contact with the chapter coordinating the project. There has to be a certain amount of trust and respect amongst the Council members. If one Council member is not completing an assignment or task in an acceptable manner, another Council member should not take it upon himself to see that it gets done" and/or act in any manner which would appear manipulative, thus causing poor relations between Council members and within the Council as a whole. Problems should be channeled through the Chairman and resolved diplomatically.