

## PLAN FOR ACYOA EXECUTIVE SECRETARY

Commencing September 1987

### I. ADMINISTRATIVE

1. **Mailing Lists:** Develop a system to revise and continually update the national mailing lists.
  - a) I would ask that any national mailings (i.e. Sports Weekend) or regional mailings (i.e. Anniversary Ball) would be sent by the ACYOA office so that we can monitor all address changes. The recent summer internship mailing produced an inordinate amount of returns. Apparently, individual chapters tend to ignore returned mail. We would be in the position to mail and update, and then make an accurate list available for each subsequent event. The cost could then be charged to the individual chapter.
  - b) I would urge each chapter to assign someone to cooperate with the Executive Secretary to update the mailing list every September. This might include checking documentation such as baptismal records, and/or Sunday School registration.
  - c) Develop an alumni mailing list. - I would coordinate this effort with an alumnus from each chapter who could research church records of parish ACYOA history and share with us his/her knowledge of former ACYOA members. We might use the parish mailing list, since many church members are ACYOA alumni and many have children. Most church members are concerned with the continued existence of their church and understand the importance of involving young adults in parish life.
2. **Chapter Files:** Individual chapter files need to be updated. I would want to receive mailings from each individual chapter for each event that is scheduled. This would allow the Executive Secretary to monitor the activity of each chapter, and in addition, develop a list of suggested activities which could be shared with each chapter and the editor of the ACYOA publication. Each file should contain the names, addresses, and telephone numbers of each officer and the current mailing list for each chapter.
3. As an administrator, I would manage by objectives. This means that agreed upon goals would be set after consultation with and participation by the Primate and Central Council. These goals would be clearly stated along with plans and timetables to reach them. I would produce monthly reports to both the Primate and Central Council which speak directly to these goals and the progress being made toward them. In addition, I would be reassessing these goals as we proceed and suggesting new areas of concern as they become relevant.

## II. CHAPTER WORK

1. **Visitation:** I would first **evaluate the condition** of each existing chapter to determine which chapters are considered weak or dormant. My concentration would be on those which need development assistance, and my time spent with them, would be with the parish priest and the chapter leaders, in a problem solving approach.
2. I would **coordinate the visitation schedule** with Central Council, which also has visitation responsibility. Since Central Council members work during the week or attend college, they can only travel to chapters on weekends. I would suggest that they travel to more successful chapters, and the Executive Secretary visit weak chapters, where more time can be spent on development. There also might be cases where the Executive Secretary and a Central Council member would both travel to a chapter, but the above efforts should be planned and coordinated, encompassing specific, agreed upon objectives.
3. I would look at areas which have a **growing Armenian population** but no ACYOA chapter. Even if there is no Church, an effort could be made to work with young adults in the community to begin an organization. Some of these young adults might be professionals who have been transferred to an unfamiliar area due to their education or career, and might welcome this opportunity. They may then become leaders of a new Church.
4. I would try to recognize those people in the chapters who display **outstanding leadership qualities** and recommend them to:
  - a) The Primate for possible selection in summer internship or Diocesan responsibility.
  - b) The ACYOA nominating committee for possible nomination to Central Council Office.
  - c) Central Council for possible nomination to Parish Council. Central Council might then write letters to Parish nominating committees, endorsing their nomination to Parish Council.
  - d) St. Nersess for possible selection to the clergy or other church vocations.

## III. CHAPTER ACTIVITIES

**Build upon the national success** we have experienced with Sports Weekend and the Archbishop's Tournament.

1. Due to the expense and travel time, young adults are less likely to travel long distances to attend an event. This is especially true of those who have never attended an ACYOA event. Therefore, I would recommend that **these events are alternated** between our existing four regions. Since we have four regions, I would add **two more national events** which would:
  - a) Widen the scope of ACYOA programs.
  - b) Reach closer to young adults who would not travel or who want to experience other types of activities in addition to or instead of sports or social events. One event might be cultural (National Cultural Committee) and the other might be spiritual (National Christian Education Committee).

#### IV. ACYOA NATIONAL COMMITTEES

1. This past year was the year in which these national committees were conceived and organized. In the upcoming year, each committee has to develop programs which must be implemented. It is **important that implementation follows** this period of innovation and enthusiasm otherwise the spirit that underlies these committees might be lost, as would the awareness of ACYOA members.
2. I would work with Central Council, committee chairpersons, and clergy to **develop, disseminate, and coordinate** these programs.

Following are some specific ideas:

- a) **ACYOA Alumni Foundation:** We might appoint an **Alumni Advisory Board** which could work with the Central Council and the Executive Secretary. Each member of this board could serve as liaison to a national committee. In addition, it would assist us in organizing a national network of alumni, with at least two members from each chapter. The function of the Alumni Foundation would be to:
  - i) Develop a national mailing list.
  - ii) Advise the Central Council, Executive Secretary, and the local chapters.
  - iii) Assist young adults to become involved in their parishes.
  - iv) Assist in the dissemination of ACYOA programs.
  - v) Assist in and contribute to fundraising programs.

- vi) Career counseling and placement.
  - vii) Share expertise in lectures and/or seminars.
  - b) **College Connection:** We might ask each chapter to become responsible for colleges in its geographical area. As part of their responsibility, they can develop a mailing list by looking for Armenian names in college directories and putting them on the chapter mailing list. They might be asked to sponsor at least two programs per year which are specifically designed to reach out to college students. We could also cooperate with The Kinship program, especially in the sharing of candidates and activities.
  - c) **Finance Committee:** An effort should be made to develop an **Endowment Fund**. The advantage of an endowment is that it will provide annual income to the ACYOA. A goal should be set and a campaign chairman should be chosen who is highly respected in the Armenian community.
  - d) **Christian Education Committee:** This committee might work with The Department of Religious Education and/or St. Nersess to organize **Christian Study Seminars** either on a regional or local parish level. It might work with parish priests to develop a spiritual counseling program specifically designed to deal with today's environment. Also included under this committee could be the Parish Mission Program which has been submitted by Fr. Karekin Kasparian.
  - e) **ACYOA Publication:** The Youth Forum already seems to have been successfully received, and I would oversee its **continuation and improvement**. Again, I believe it should be mailed from the Diocese so that we can monitor address changes and ensure timely mailing. We might add:
    - i) A message from the Primate.
    - ii) A column from a member of the clergy .
    - iii) A column from an alumnus.
    - iv) Reports from the national committees.
    - v) A column for members we want to publish literary, artistic, or editorial works.
- We should mail our publication to alumni, Diocesan delegates, clergy, and other concerned parties.

- f) **Public Relations Committee:** This committee, being responsible for the public appearance of the organization, should also be concerned with its substantive appearance. I would want to organize a **national network of communication** so that any event or issue that needs to be publicized can be quickly transmitted through this network. The network should include access to newspapers, radio hours, and other media. In conjunction with this effort, I would like to see a national membership campaign organized under this committee with specific membership goals to be achieved over the next three years.
- g) **Cultural Committee:** This committee might work with the Armenian Language Lab to develop a **menu of cultural and language programs**, including the means and resources to carry them out. The menu can then be made available to regional gatherings and/or local parish meetings. The committee could also develop a list of speakers, artists, and performers who would willingly make themselves available to an ACYOA region.

In all of the above programs, there have to be committed people, including the Executive Secretary, Central Council, National Committee Chairpersons, National Committee Members, and Clergy who believe and understand these programs and are willing to teach and guide young people in their implementation. It will be the responsibility of the Executive Secretary to motivate and coordinate, with mutual support and cooperation from Central Council and the Diocesan staff.

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