

President, Secretary & Treasurer Guide



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In Impact and YCW there are three roles that every group is encouraged to assign to elected members.

They are roles that will:

- Help the group function in a good manner
- Provide a learning experience for the members who are elected
- Provide a learning experience for other members who will be elected to such posts in the future
- Provide space to experiment and learn how to work in a democratic environment

The roles of **President**, **Treasurer**, and **Secretary** are most importantly ways in which a member can learn how to lead, rather than roles which people need to already feel confident about fulfilling.

This booklet aims to be:

- A help for Impact and YCW members who already hold such posts to refine their understanding
- An encouragement for members who are still doubting they can actually hold such roles, but are willing to give it a go!

Group Committee

Together with the adult companion/chaplain, the president, secretary and treasurer make up the group committee – and the group depends on all of you for its life and development. In Impact and the YCW we are all working together to serve, educate and represent other young people. As president, secretary or treasurer you have an important part to play.

“What makes a leader? It is not an empty title bestowed on a young person [or young worker], nor is it merely an office. Being a leader is a quality and an aptitude.

A leader is a young worker who has come to understand the enormous responsibility he has in life with regard to his fellow workers. He has an influence on other young workers. It is he who brings the YCW into being; he is the first YCW.”

*Cardinal Joseph Cardijn,
founder of the YCW & Impact*



Keeping records

It is important for the treasurer to write all amounts of money received (income) and all the money that has been spent (expenditure) into a cash book. You should write down the amount received from subscriptions, events to raise money, donations and all expenditure like Subscriptions paid to the National Office, and expenses for events and activities. This should be done every month and presented to the group committee during your meetings. See the President, Secretary and Treasurer pages on the website for a sample cash book page - www.ycwimpact.com/members.

Regional and National Meetings

In your area there may be meetings for presidents, secretaries and treasurers. Always try to attend these meetings as they will provide support and training.

The National Team may also invite you to national meetings for training and support.

www.ycwimpact.com/members

The member's area is free to join. You will find more support for your role on the 'President, Secretary and Treasurer' pages. You will also find forms and sample registers to make your work easier.

in Impact and YCW every penny is used for the benefit of young people. Paying subs is a sign of standing in solidarity with other young people across the country. It is financed by young people because it belongs to young people.

- **Weekly subs:** When your group sets how much each member will pay every week, you should think about how much your group needs. You should also decide how much you need to include to cover your contribution to the national work of Impact and YCW.
- **Annual subscriptions** to the national office are set each year by National Council. At the time of printing, subscriptions were £25. These subscriptions entitle the group to free resources, training and support. (Only registered, subscribed groups can be considered part of Impact. The YCW cannot have responsibility for groups which are not registered and paying subscriptions). Most groups pay this out of the money they collect from weekly subs.
- **Each member of Impact and YCW** should pay their own subscriptions to you or send them to the national office with their membership form. It is set at just £5 per year for Impact, £12 for YCW. It is best if they pay this when they first join the group and then at the beginning of each year. This money is sent to the Impact office, and is used specifically for your group. Half is used to pay for resources and visiting your group, whilst the other half goes towards paying for events organised in your area.
- Finally we ask each group to pay a **percentage of your weekly subscriptions** to the Impact office. Each group sets their own weekly subs, so consider your contribution to National Impact at the same time as setting your own amount. We suggest 10% per year, which means that if each member pays £1 a week, 10p is allocated to go to Impact's national work. Many groups also do one fund-raising event a year to help our work continue.

The President

A leader in Impact or the YCW has a lot of responsibility, first and foremost to the friends and colleagues that they see each day. As a president of a YCW/Impact group, you will also have a special responsibility.

The other members of the group may look to you for your help and support. Don't be afraid to ask for help and speak to your chaplain/adult companion regularly. Finally, enjoy the challenge that has been given to you!

The President's role in weekly meetings

- Prepare the meeting with the chaplain/adult companion beforehand
- Welcome everybody to the meeting
- Start with the YCW or IMPACT prayer.
- Ask the secretary to read out the minutes of the last meeting.
- Ensure you enquire about everyone's week, what happened at work, home, school, college, and in their free time.
- Make sure everyone is included and feels a valuable part of the group. Keep an eye on the time, not allowing the meeting to over run.
- Keep order and ensure the meeting runs smoothly.
- Restate the decisions of the Enquiry, or from the discussion during the meeting, i.e. What actions are to be carried out and by whom?
- Try to encourage others to lead the enquiries; those who do this can change weekly.
- Conclude the meeting by thanking everyone and set a date and a time for the next meeting. Remember to finish with a prayer.
- See www.ycwimpact.com/members for more help.

As a leader of the group

As president you should hold monthly meetings with the secretary, the treasurer and your chaplain/adult companions - the group committee.

At these meetings review with the others the work you have undertaken as a group and plan for the future.

Working with adult companions or chaplain

The president has the responsibility to keep them informed on the proceedings of the group. You should also use their presence in asking for their views and advice on any issues/concerns which may arise within the group.

In a wider perspective

The president will represent the group at meetings, seminars and events. You will report on the various facts, actions, enquiries and events that your group has been taking part in.

Always pay attention to other groups. Adopting ideas from different Impact or YCW groups will be a great way to develop your own group.

The president should also be aware of anything else happening within the local area/region (e.g. Church initiatives, local community activities) and encourage the group's participation.

Keep the national Impact and YCW office informed about what your group is up to - try to get members of the group to write short reports and take photographs of events, and send them off to be put on to the web site (Email news@ycwimpact.com)

In a wider perspective

Report, on behalf of your group, about your financial position to the national team. Use the National Treasurer for advice and information about any particular issues or concerns you or your group may be having regarding finance.

Your role is extremely important. Your group trusts you to take care of their money. They have voted for you because they know you will be organised in this role and will do whatever is best for the group as a whole.

It is your responsibility to ensure your group registers with National YCW and Impact and pays national subscriptions (subs). This is vital, as you could miss out on social events, training meetings, resources and activities.

Collecting subs

It is your role to collect subs. Each group member pays subs every week to help finance your group. Most of this money pays for whatever you decide to use it for, although a small amount of it helps to pay subscriptions to the national movement.

Keep a record of who pays subs. Download a sample subscription register from the President, Secretary and Treasurer pages on the YCW website - visit www.ycwimpact.com/members

How much does each group and member pay?

- **Weekly subscriptions (decided by each group)**
- **Annual Subscriptions of each group to National - £25**
- **Membership Subs to National - (Impact £5 or YCW £12)**
- **Group contribution to the national work of Impact/YCW**

Your role as treasurer is to explain to the group the importance of finances. For any organisation to run properly it needs money and

YCW. This will entitle your group to receive information about what is going on around the country and how you can join in. It also means you receive resources, support, visits and training.

- Once your group has registered, individual membership forms will be sent for everyone to complete. (These are also on the website on the President, Secretary and Treasurer pages - visit www.ycwimpact.com/members). Please try and encourage the young people in the group to become members of Impact/YCW. The benefits of becoming a member of Impact/YCW are explained in the membership form.

Outside the weekly meetings

- Open a bank/post office account for your group. Your group will then have its own private account. If you want to get money out you will need two signatures (possibly your signature and an adult companion)
- Make sure the group has enough money for any social events or actions, which may require funds.
- Be responsible for any money the group receives or raises. Use this money wisely and always with the backing of the whole group.
- With the group secretary, keep a register of your group members. Download a sample register from the President, Secretary and Treasurer pages on the YCW website - visit www.ycwimpact.com/members



Members of Impact receiving a grant on behalf of YCW/Impact

Some LEA's (Local Education Authorities), and other agencies give out start-up grants to local community groups. It might be worth your while registering with them and letting them know you are a new youth group in the area and that you belong to the Impact and YCW movement.

The Secretary

Communication

A leader in the YCW or Impact has a lot of responsibility, first and foremost to the friends and peers that they see each day. However, as the secretary of the group you will also have a special responsibility. You are the link person between your group and the YCW movement. Your role involves keeping both YCW and your group informed about important issues and events.

Your main responsibility can be summed up in one word: "Communication". Through minutes, reports, emails, text messages and letters you can help your group to function well and communicate your actions and activities within and outside of the group.

Keeping organised is an essential part of your role. Keeping notes in meetings is very important as the minutes provide the group with a record to refer back to. Decisions are recorded (and not lost) and they can be used as focus for any actions or events your group might be taking part in.

During the weekly meetings

- Take the minutes of each meeting (who was there, time it started and ended, record decisions that are made).
- Ensure the rest of the group are reminded and kept informed of up coming events.
- Read out any important points or decisions made at the last meeting. This will help the president check that everything has been done.
- Encourage the rest of the group to note down any particularly important points which arise from the meeting and any actions they have agreed to take on.

Outside the weekly meetings

- Receive and send letters on behalf of the group
- Occasionally you will receive new enquiry material. You will need to take this to the meeting and add it to your pack.
- Always keep a copy of any letters you send out on behalf of the group.
- Always take any relevant letters to show the rest of your group.
- Be responsible for informing others about a particular action or event. You can do this through personal contact, written invitations, letters or posters. (Of course you share this responsibility with other members of the group. Remember to check all the work before it is sent out).
- Help the treasurer to keep a register of your group members. Download a sample register from the President, Secretary and Treasurer pages on the YCW website - visit www.ycwimpact.com/members

Keep the president and treasurer informed of any important information you receive. Work with them if you have a lot of work to do and ask for their help.

In a wider perspective

Keep in contact with the National Impact and YCW team. They are your first point of call. Ask them for help, and send them any useful information or news about your group.

When dealing with the national team on a particular issue take 10-15 minutes with the rest of the group at the weekly meeting to jot down any information about recent enquiries, facts, actions and events you can report back to the national team.

You will have the opportunity to discuss any issues and concerns you have about your role with other secretaries at Secretaries Meetings. There will also be a chance to receive some training and receive guidance from one of the National Team.

The Treasurer

Subscriptions

“The subscription of a member is a small gesture by a young person who, of their own free will, for their love of their fellows, can make this sacrifice of giving part of their own money which might have been spent on themselves. They do this because they have grasped the importance of supporting and encouraging their fellows. It is the deliberate and personal nature of the act that is so important. We must not hesitate to ask and get it from each YCW member.”

(Joseph Cardijn)

What this means to us today?

A leader in Impact or the YCW has a lot of responsibility, first and foremost to the friends and colleagues that they see each day. As a treasurer of a group, you will also have a special responsibility. By encouraging your group to pay subscriptions to the Impact and YCW movement they also help other young people, locally, regionally, nationally and internationally. In so many ways their financial contribution enables the movement to support, train and form them in their mission as young people making a difference (in Impact) or as young Christian workers growing as leaders (in YCW).

In the weekly meetings

- Collect a weekly subscription from each person in the group. Try to keep a record of all monies collected and make sure you pay it into a local bank account.
- Keep the group regularly informed of the financial situation. If the funds are low you may encourage the group to hold a fundraising event.
- Each local Impact or YCW group must register with National