



GOYA OFFICERS Responsibilities

President: The President is the leader of the GOYA. He/she is responsible to run the regularly scheduled GOYA meetings. He/she works together with the advisors and Youth Director to plan a schedule for the year and to plan events throughout the year. At various points throughout the year, the President may be called upon to represent the GOYA through speeches and his/her presence at parish meetings/events. The President may be responsible, depending on the Parish, to make a regular report of the GOYA activities to the Parish Council. The role of the GOYA president is to: **(Senior or Junior in High School)**

- Work with the Youth Director, GOYA advisors and GOYA to define the events of the new year based on the GOYA calendar
- Assist the youth Director in compiling an agenda for monthly GOYA meetings
- Lead GOYA meetings using the agenda
- Assist board members in organizing annual events
- Assisting in Community Outreach Ministry
- Organizing Fundraising Ideas with advisors and Youth Director
- Charities

Vice-President I: Vice-President He/she is responsible to assist the President with any of his/her responsibilities. If the President is unable to be in attendance at the meeting it is the responsibility of the Vice-President to run the GOYA meetings. If circumstances call for the GOYA President to resign or be removed from office the Vice-President would then become the President for the remainder of the year. The vice president assists the president in implementing with the GOYA, the projects on the annual calendar. Examples of events are:

- Responsible for setting fundraising targets and activities, within established guidelines
- Oversees registration process, working closely with GOYA Advisors and Youth Director
- Assist with the recruitment of new members/ Maintain contact with present members

Vice-President II: 2nd Vice-President He/she is responsible to assist the President with any of his/her responsibilities. The 2nd Vice-President is to assist with the outreach program and keep the GOYAnS informed at our GOYA meetings. The 2nd vice president assists the president in implementing with the GOYA, the projects on the annual calendar. Examples of events are:

- Assisting in Community Outreach Ministry
- Responsible for setting fundraising targets and activities, within established guidelines
- Assist with the recruitment of new members/ Maintain contact with present members

Recording Secretary: Recording secretary is responsible for taking notes at each GOYA meeting using the president's agenda. He/she is also responsible for taking notes of the time and date of the meeting, the members who are present, and records decisions made during the meeting in the order that they occur. He/she also has the responsibility to provide the GOYAnS with any copies or handouts that may be needed as part of the meetings. He/she will read the previous meeting's minutes at each meeting for approval by the GOYA present. Approved minutes are kept in a binder by the recording secretary and brought to all meetings for reference. Minutes help the GOYA understand what has been accomplished and what needs to be done in the future.

- The Recording Secretary is responsible for updating the GOYA calendar as changes are made and new events are added.
- Assisting in Community Outreach Ministry

Corresponding Secretary: The Corresponding Secretary is responsible to announce all upcoming events and meetings to all of the GOYAnS. He/she is responsible for assisting the Youth Director in creating posters and flyers and sending mail/email to the other GOYAnS to keep them up to date with all of the events that the GOYA is participating in.

- The corresponding secretary also presents at the meetings any correspondence such as letters sent by outside sources to the GOYA.

Treasurer & Assistant Treasurer: The Treasurer & Assistant treasurer will share the responsibility of assisting advisors with finances of the GOYA. It is his/her responsibility along with the advisors to make sure that the finances are kept in good order. He/she presents a treasurer's report at every GOYA meeting. The treasurer is responsible for collecting monies raised at GOYA events. Such as Baklava Sales, Cultural Night, any other Fundraisers

- The treasurer works with the GOYA advisors and president in keeping track of the group's funds.
- The treasurer gives a treasurer's report at each GOYA meeting.
- Assisting in Fundraising Ideas

Historian: Share the responsibilities; maintain the GOYA bulletin boards with current photos, notices, etc. Bring a camera to GOYA events to record the activities. Maintain a GOYA photo album or scrapbook.

Social Coordinator: The Social Coordinator is responsible for implementing GOYA social events by working with the parent advisor and GOYA Board. These events include:

- GOYA Kick Off, special GOYA events
- GOYA Basketball Tournament Dance theme
- Coordinate volunteers for special events



Please read over the responsibilities with your GOYAn and submit his/her application with a brief biography and picture. You will need to turn this in no later than Friday, April 20th!

Fill out information below and sign that you have read and understood your responsibilities. This will be displayed on a board for 2 weeks prior to elections.

GOYAn's NAME: _____

GOYAn's Signature: _____

EMAIL: _____

CELL: _____

Parents Signature: _____

Please circle your interest:

President

Treasurer

1st – Vice President

Assistant Treasurer

2nd – Vice President

Historian

Recording Secretary

Social Coordinator

Corresponding Secretary

Goya elections will be held Sunday, May 6th!

