

PRESIDENT

- Must be in high school
- Must be a member of good standing within the Parish¹
- Must commit to participating as a speaker in the annual St. John Chrysostom Oratorical Festival.
- Builds a community in GOYA, making sure that each person is included, heard, and valued
- Before a GOYA leader and their board can start the calendar year they have to set and write a goal and a plan to accomplish it
- Plan the entire years' calendar. The board will meet by themselves first and go through the whole year and plan their proposed calendar, using the metropolis, church and school calendars as resources. At the first official calendar meeting, the events will be reviewed and confirm all dates early in August. The Clergy will provide the dates that are already taken and any conflicting days. Based on this information the board will work in any additional service projects or events (see below youth and advisor planned events). Ultimately, the Clergy will have final approval on calendar.
- Takes leadership in coordinating and managing an event (each event must have a lead board member to manage and oversee it) and sees it through from planning to implementation (Event Check List)
- Works with the Lead Advisors to keep and maintain a directory of GOYANS, Youth Advisors and Parent Chaperones
- In addition to presiding over the GOYA board and meetings, the president has a variety of responsibilities. The president works with their elected board, advisors and members of the community to further the organization's mission. Must be a leader, initiating introductory meetings for the GOYA Board with to meet and develop relationships with other church or cultural ministries and organizations such as AHEPA, Philoptochos, and the Daughters of Penelope
- Make a call for agenda items to the GOYA Advisory Board before meetings and develop the agenda for all meetings. Draft agenda must be sent to the Clergy and Lead Advisors for approval.
- Lead the meetings and ensure follow-up on any items as needed or requested
- Send informational emails to all GOYANs and keep the GOYA Advisory Board informed of any issues or concerns. Provide regular updates on upcoming or a status on any planned activities
- Ensures that the GOYA Board works as a team and works to resolve any internal challenges and issues fairly and transparently
- Be sure all events are managed and handled by a board member and stay in communication regarding events and planning to ensure Board members that are leading events are on top of it. The Vice President is included on all communications.
- Should also delegate to Vice President and other board members as appropriate/needed
- Should engage other GOYAN's to help and participate in the planning and implementation of planned events and activities. This is your opportunity to mentor and prepare future GOYA leaders
- Monitors all social media for appropriate or inappropriate use and as the GOYA president addresses or works with the advisors and Clergy to address.
- Maintains and updates binder as needed. At the end of the year the binder is to be returned to the Clergy for the next year's transition.
- All Communications must include the Clergy

¹ As defined by the Archdiocese Regulations Article 18.

VICE-PRESIDENT

- Must be in high school
- Must be a member of good standing within the Parish²
- Must commit to participating as a speaker in the annual St. John Chrysostom Oratorical Festival.
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- Takes leadership in coordinating and managing an event (each event must have a lead board member to manage and oversee it) and sees it through from planning to implementation (Event Check List)
- Vice President is the working right hand and assists the President in fulfilling their duties. The Vice President should be included in all communications
- Coordinate the agenda and lead the meetings when the president is unavailable
- Send Emails –when president needs help and or is unavailable
- Works with the GOYA board and youth advisors to establish the criteria for WYR participation points and is responsible for tracking and reporting –
- Responsible for the coordination and management of GOYA's 2 service projects. The two service projects are in addition to the Greek Festival and Holy Week.
- Responsible for outreach to the Greek Festival Chairs to coordinate and manage GOYAN festival service and/or with other church ministries and organizations such as AHEPA, Philoptochos, and the Daughters of Penelope
- Monitors all social media for appropriate or inappropriate use and as the GOYA vice president, works with the president to address or work with the advisors and Clergy to address.
- Works with historian to develop a GOYA Newsletter to send to the community- twice a year. The first newsletter at the beginning of the year in August/September and the second at the end of the year, to be included in the Annunciator
- Maintains and updates binder as needed. At the end of the year, the binder is to be returned to the Clergy for the next year's transition.
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² As defined by the Archdiocese Regulations Article 18.

SECRETARY

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- Takes leadership in coordinating and managing an event (each event must have a lead board member to manage and oversee it) and sees it through from planning to implementation (Event Check List)
- Submit any meeting or upcoming events in the weekly bulletin to the church point of contact/Cathedral Administrator by every Wednesday as needed
- Writes and sends handwritten thank you notes as requested/needed
- Takes meeting minutes at each board and GOYA meeting, sends the minutes to the entire board, advisors and Clergy within three days of the meeting. During meetings, the secretary provides support, makes copies, and distributes materials received from President such as agendas and meeting minutes.
- Outreach before all events, creates and passes out flyers to appropriate Sunday school age classes and any community ministries to promote GOYA activities and events and provides the electronic file to the Historian for marketing on GOYAs social media accounts.
- At the youth appreciation luncheon, there should be a suggestion box so that all GOYANs can have a say in some activities they are interested in doing. The suggestion box will be submitted to the clergy for review and then the results will be passed to the incoming officers.
- Maintains and updates binder as needed, all meeting minutes are stored on the provided flash drive located and kept within the binder. At the end of the year, the binder is to be returned to the Clergy for the next year's transition.
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³ As defined by the Archdiocese Regulations Article 18.

TREASURER

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- Takes leadership in coordinating and managing an event (each event must have a lead board member to manage and oversee it) and sees it through from planning to implementation (Event Check List)
- Each event a log is created, and money is collected by THE TREASURER ONLY and should have another board member count the money after it is collected for a double check and both sign off / initial by the Treasurer and the President that was the money received. He/she should then reconcile and should have ample deposit slips so that he/she can make the deposit or provide to the church POC/Cathedral Administrator. Then the information is recorded in the spreadsheet.
- Ensures all money is collected and follows up with GOYANs (or drafts a communication to be sent to the parents of GOYANs) as needed, until all financial obligations are accounted for
- Submits, updates and talk about the financial to the advisory board at each GOYA board and GOYA meetings
- Creates a budget for each event as required
- Responsible for the coordination and management of GOYA's fundraising projects
- GOYA'S budget should be used to make a donation at the end of the year (when Road Full of Promise is satisfied) of their choosing (nothing major) pay for one of their events during the year.
- Maintains and updates binder as needed, all financials are stored on the provided flash drive located and kept within the binder. At the end of the year, the binder is to be returned to the Clergy for the next year's transition.
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HISTORIAN

- Must be in high school
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- Takes leadership in coordinating and managing an event (each event must have a lead board member to manage and oversee it) and sees it through from planning to implementation (Event Check List)
- Responsible for the management, content development and updating of all social media for GOYA. Receives passwords and login from Clergy. If password change is necessary then the Clergy will change it and give it to the Historian
- Takes photos or solicits GOYANs for photos to refresh all social media with reminders of upcoming events and always after all events update all social media accounts with appropriate pictures and captions that include all of our GOYANs as best as possible. If unable to attend an event, it is the responsibility of the historian to identify a fellow board member or another GOYAN to help. This is your opportunity to mentor and prepare future GOYA leaders
- Creates and updates the GOYA bulletin board (located in the educational building, off of Carlos Hall) at the beginning of the year and after each event, highlighting the event and promoting any future events
- Creates end of year slide show to be submitted for youth appreciation day at least one (1) week in advance for approval by the Clergy.
- Maintains and updates binder as needed, all photos are stored on provided flash drive located and kept within the binder. At the end of the year, the binder is to be returned to the Clergy for the next year's transition.
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