

### **Section 3: DUTIES OF OFFICERS (EXCO MEMBERS) OF CYF MOYKO**

Once elected into an office, each EXCO member shall be expected to exercise the power vested on him/her on behalf of the group.

#### **Section 3.1: DUTIES OF THE PRESIDENT (PRESBYTERY DELEGATE)**

**3.1.1** Executive power shall be vested on the President of the group, who shall be the **chief executive officer**.

**3.1.2** He/she shall convene, preside over and direct general and executive meetings of the group.

**3.1.3** He/she shall represent the group in meetings of the church and at the Session.

**3.1.4** He/she shall decide in all matters where there is a tie, depending on the magnitude of the problem.

**3.1.5** He/she shall coordinate and help in initiating and implementing all projects of the group.

**3.1.6** He/she shall in crucial situations suspend group meetings or activities, if he/she is convinced beyond reasonable doubt that such meetings or activities are detrimental to the group.

**3.1.7** The President shall together with the Secretary General prepare the agenda for General Assembly and EXCO meetings and draw programmes for the group.

**3.1.8** He/she shall choose delegates to attend Presbytery Delegates Meetings.

#### **Section 3.2: DUTIES OF THE VICE-PRESIDENT (GIRLS' REPRESENTATIVE)**

**3.2.1** She shall work in collaboration with the President and shall deputise in the absence of the President.

**3.2.2** She shall together with the Socials and Organising Secretaries be responsible for group social welfare and community projects.

**3.2.3** She shall be responsible for the programme, meetings and committees of the Sisters' Corner.

**3.2.4** She shall convene, preside over and direct Sisters' Corner meetings.

**3.2.5** She shall submit to the group's EXCO quarterly written reports of the activities of the Sister's Corner.

**3.2.6** She shall represent the sisters in meetings (Zonal, Presbytery, etc) concerning the sisters.

**3.2.7** She shall conduct uniform checks in the group and in collaboration with the Evangelism Secretary, Secretary General and Music Director(s), prepare (new) members for dedication.

### **Section 3.3: DUTIES OF THE SECRETARY GENERAL (ZONAL REPRESENTATIVE)**

**3.3.1** He/she shall in collaboration with the President and the Evangelism Secretary, draw up programmes of activities and agenda for meetings.

**3.3.2** He/she shall attend all general and executive meetings. He/she also has the right to delegate powers regarding the taking of minutes.

**3.3.3** He/she shall be responsible for the minutes, letters, files, register and all records/documents of the group.

**3.3.4** He/she shall treat all letters, papers and documents sent to the group and make appropriate replies, as the case may be, in consultation with the Executive Committee.

**3.3.5** He/she takes care of all the publications of the group such as magazines, articles, etc.

**3.3.6** He/she shall dispatch circulars, resolutions and important decisions to the members and other groups.

**3.3.7** He/she shall in collaboration with the Public Relations Officer (P.R.O) issue invitations concerning meetings and other activities of the group.

**3.3.8** He/she shall select members to attend Zonal Representatives Meetings and other meetings as the **group's representative(s)**.

**3.3.9** He/she records the important decisions of meetings in the minutes book.

**3.3.10** He/she issues membership cards to members.

**3.3.11** He/she shall give a quarterly summary of group's activities.

**3.3.12** He/she shall present reports on the state and activities of the group to the Zone and the Presbytery.

### **Section 3.4: DUTIES OF THE FINANCIAL SECRETARY (LIBRARY STEWARD)**

**3.4.1** He/she shall be responsible for all group's book accounts such as financial registers, receipts, etc.

**3.4.2** He/she shall compile all written financial records of the group.

**3.4.3** He/she shall present to the EXCO or the General Assembly detailed, comprehensive and clear annual balance sheets of the group's finances.

**3.4.4** He/she shall preside over the Finance committee meetings.

**3.4.5** He/she shall receive money for membership cards, monthly dues, donations and income from any group activity, work or aid (to the group) for recording and onward transmission to the Treasurer.

**3.4.6** He/she shall keep an inventory of all group's property.

**3.4.7** He/she shall be a signatory to the group's bank account, besides the President and the Treasurer.

**3.4.8** He/she shall present a quarterly report to the general group about the financial situation of the group.

### **Section 3.5: DUTIES OF THE TREASURER (PARISH STEWARD)**

**3.5.1** He/she shall be responsible for all finances, cash book and property of the group.

**3.5.2** He/she shall not pay out any money except with the prior authorisation of the President, the Financial Secretary and/or the group.

**3.5.3** He/she shall be a signatory to the group's bank account.

**3.5.4** He/she shall also keep a record of group finances, which could be requested for auditing.

**3.3.5** He/she shall keep an open, clean and transparent account of the group's funds and present annual accounts of the group's financial situation every end-of-year to the group for discussion and approval.

### **SECTION 3.6: DUTIES OF THE PUBLIC RELATIONS OFFICER (P.R.O)**

**3.6.1** He/she is the Vice Secretary General and shall deputise in the absence of the Secretary General.

**3.6.2** He/she shall be responsible for news, publications and the visitors' book of the group.

**3.6.3** He/she shall keep all records of the group's publicity of meeting sessions and activities.

**3.6.4** He/she shall publicise all activities of the group.

**3.6.5** He/she shall take minutes in the absence of the Secretary General.

**3.6.7** He/she shall be in charge of all external relations and shall examine related projects and then bring them to the EXCO and/or the group for examination and confirmation.

**3.6.8** He/she shall keep the visitors' book and bring it to all meetings of the group.

**3.6.9** He/she shall be the journalist of the group and shall be very informed about things happening in the group on a daily basis and shall send information to the radio, press, Youth Department, and give a quarterly report on group's activities.

### **Section 3.7: DUTIES OF THE EVANGELISM SECRETARY**

**3.7.1** He/she shall be responsible for study schemes, drama books and devotions for the group.

**3.7.2** He/she shall in collaboration with the Secretary General and Music Director, organise various Bible studies, moral lectures and teachings.

**3.7.3** He/she shall prepare members for retreats, and in collaboration with the Girls' Representative, Secretary General and Music Director(s), prepare new members for dedication.

**3.7.4** He/she shall in collaboration with the Music Director(s) assist in choosing songs and choruses for each church service and for other occasions.

**3.7.5** He/she shall be the group's spiritual leader.

**3.7.6** He/she shall together with the YP/SUS Representative, assist in teaching and selecting members to teach the Sunday School (SuS) and the Young Presbyterians (YP).

**3.7.7** He/she shall organise the effective study of the Youth Splash and rally materials by involving members in the study of particular sections.

**3.7.8** He/she knows those who can read lessons, lead worship and preach during outings, evangelisation trips, rallies and come-togethers.

**3.7.9** He/she is the coordinator of all prayer cells and follow-up of the prayer life of members and shall give monthly reports on the group's spiritual growth.

### **Section 3.8: DUTIES OF THE SPORTS SECRETARY**

**3.8.1** He/she shall keep an account of sporting activities and equipment.

**3.8.2** He/she shall organise sporting and recreational activities for the group.

**3.8.3** He/she shall represent the group in Zonal and other sports organisation meetings.

**3.8.4** He/she shall know the members' physical state of fitness for sporting activities.

**3.8.5** He/she shall keep a record of all sports committees.

### **Section 3.9: DUTIES OF THE MUSIC DIRECTOR**

**3.9.1** He/she shall be responsible for the music and songs books of the group.

**3.9.2** He/she shall organise and direct songs during practice sessions.

**3.9.3** He/she shall in collaboration with the Evangelism Secretary, assist in choosing songs and choruses for each church service and other occasions.

**3.9.4** He/she shall assist in composing and selecting songs for come-togethers, rallies and other musical competitions, and all occasions.

**3.9.5** He/she shall keep a record of all group's musical instruments.

**3.9.6** He/she shall keep a record of all group's songs and choruses in the song file.

**3.9.7** He/she shall in collaboration with the Socials and Organising Secretaries and the Evangelism Secretary, prepare songs, drama and other activities for all public occasions of the group.

**3.9.8** He/she shall in collaboration with the Girls' Representative, the Evangelism Secretary and the Secretary General, prepare members for dedication.

**3.9.9** He/she shall encourage the group to record good songs of the group on tapes and do evangelistic tours with musical concerts to help raise funds for the group.

**3.9.10** He/she shall give quarterly reports in the group in relation to music.

### **Section 3.10: DUTIES OF THE SOCIALS AND ORGANISING SECRETARIES**

**3.10.1** Two members shall be elected into the post of the Socials and Organising Secretary (Male and Female).

**3.10.2** The female officer shall assist the Vice-President and Girls' Representative in managing the affairs of the Sisters' Corner.

**3.10.3** The male officer shall be or assist the chairperson of the Brothers' Corner in managing the affairs of the Corner.

**3.10.4** They shall be in charge of the social aspects in group meetings, come-togethers, rallies, visitations, concerts and other occasions.

**3.10.5** They shall work in collaboration with the P.R.O and eventually assist him/her.

**3.10.6** They shall in collaboration with the Treasurer, assist in taking good care of all group equipment.

### **Section 3.11: DUTIES OF THE YP/SUS REPRESENTATIVE**

**3.11.1** He/she shall be the group's representative to YP/SUS and shall submit quarterly and annual reports on the YP and SUS activities to the EXCO and/or the group.

**3.11.2** He/she shall work in collaboration with the Sunday School teachers, YP leaders and other YP and Sunday School officers to teach YP and SUS.

**3.11.3** He/she shall together with the Evangelism Secretary and YP leaders select YP members for promotion to C.Y.F.

### **Section 3.12: DUTIES OF THE WORKS SECRETARY**

**3.12.1** He/she shall serve as the chief protocol officer during meeting sessions.

**3.12.2** He/she shall lead the group in practical and field work.

**3.12.3** He/she shall ensure that the group's internal rules and regulations are followed and that discipline reigns in the group.

**3.12.4** He/she shall execute sanctions to members and give corrections accordingly.

**3.12.5** He/she shall keep a report on the conduct of all members of the group.

**3.12.6** He/she shall in collaboration with the EXCO and the DISCOM (Disciplinary Committee) summon indisciplined members to the DISCOM meetings.

**3.12.7** The members of the DISCOM shall comprise the President, the Girls' Representative, the Secretary General, the Works Secretary, the Evangelism Secretary and one active non-executive member.

### **Section 3.13: DUTIES OF THE ADVISERS**

**3.13.1** They shall express their opinions on the general conduct of the group activities and make proposals, which may be taken inviolable.

**3.13.2** They shall give moral, spiritual and legal implications governing all actions of the group.

**3.13.3** They shall give advice on proper and administrative procedures.

### **Section 3.14: THE PATRONS AND PATRONESSES, YOUTH ELDERS, PASTORS AND OTHER OFFICERS**

**3.14.1** They shall collaborate with the Executive Committee and the entire group members to see that C.Y.F Molyko keeps to its aims, objectives, etc and follows the principles laid down by the congregation, the PYD and the P.C.C.

**3.14.2** They shall have quarterly meetings with the group EXCO.