



YOUTH COUNCIL OFFICERS

Officers of the Youth Organization of Our Lady of Lebanon shall consist of President, Primary Vice President, Secondary Vice President, Head Secretary, Assistant Secretary, Treasurer, and Sergeant-At-Arms. Officers shall be serving for a term of one year.

➤ *President –*

The President shall be the presiding officer at the youth meetings. He/she will represent the Youth in all official capacity and resides over all youth committees. The President shall prepare the agenda for all youth meetings, subject to the approval of the Youth Board.

➤ *Primary Vice President –*

In the event of the inability of the President to perform his/her duties, the Vice President shall perform the duties of and have the same authority as the President. He/she keeps a record of all members and contact members at the discretion of the president.

➤ *Secondary Vice President –*

In the absence of the Primary VP, the Secondary VP shall perform the duties of and have the same authority as the Primary VP. He/she shall coordinate the Social Committee.

➤ *Head Secretary –*

The Secretary shall take Minutes and keep an account of all meetings. He/she shall also keep accurate and current copies of the constitution, by-laws, and standing rules of this organization and sends meetings reminders.

➤ *Assistant Secretary –*

In the absence of the Head Secretary, the Assistant Secretary shall perform the duties of and have the same authority as the Head Secretary. He/she shall coordinate the Liturgical Committee.

➤ *Treasurer –*

The Treasurer shall manage all the finances of the youth organization, seek ways to raise funds, and approve expenditure. He/she shall also give a monthly report to the organization and an annual report to the Pastor. He/she shall coordinate the Fund Raising Committee.

➤ *Sergeant-At-Arms –*

The Sergeant-At-Arms shall keep meetings in order.

YOUTH COUNCIL BOARD

The Youth Board shall consist of the Youth Officers, Coordinators and the Pastor. The Board shall meet once a month to plan the events and special functions. The meetings are planned on the second Sunday of every month.

Our Lady of Lebanon Maronite Catholic Church

600 El Camino Real, Millbrae, CA 94030

Phone & Fax (650) 652-6445

Email: ollsf@aol.com • Web address: www.maronite-sf.org



YOUTH STANDING COMMITTEES

There shall be three standing committees who will work with the youth board; namely, Fund Raising, Liturgical and Social.

➤ *Youth Fund Raising Committee –*

The Youth Fund Raising Committee shall seek ways to raise funds for the youth group.

➤ *Youth Liturgical Committee –*

The Youth Liturgical Committee shall plan liturgical celebration and spiritual events.

➤ *Youth Social committee –*

The Youth Social Committee shall plan social events and social activities.

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