

Job Description - Federation officer

The first requirement is to attend the Federations and the Federation officers meetings!

PRESIDENT – The Chief Executive Officer of the Federation Chairs the meetings of the Executive committee. Ex-officio member of any committees in the Federation and may appoint special committees. Responsible to the Conference Youth Director for whatever Federation funds are due the Conference. He/She is responsible for securing speakers for the Federations and for arranging financial details of Federation speakers under the guidelines and policies of the Office of the Youth Director. It is **recommended**, though **not**, required that he/she serve no longer than three consecutive terms.

VICE PRESIDENT – Shall assist the President. Shall chair the Executive Committee in the absence of the President. Will assume the responsibilities of the Presidency should the President leave office, and therefore, should be capable of and willing to be President. Also, on Federation Sabbath, should line up the platform participants for the President that is to say, he/she should make sure everyone is ready to enter the platform on time. He/She is also responsible for ensuring that the necessary paperwork (e.g. the various reports, Treasurers, Coordinators etc.) gets to the Office of the Youth Director in a timely manner. Writes the article for Fall and Winter Federation for the **Southern Tidings**.

SECRETARY – The 3rd ranking officer. He/She is responsible for the minutes of any Federation meetings and responsible for seeing that a copy of those minutes go to the Office of the Youth Director. The secretary is responsible for seeing that the Youth Director has a copy of the names, addresses and phone numbers of all Federation Officers. Responsible for all correspondence of the Federation, in particular, correspondence that informs the constituency of the Federation of the time and place of the next Federation. This should be done within 30 days of the Executive Committee's decision. Minutes of Officer's Meetings should reflect who was present and absent.

TREASURER – Responsible for the balancing of the books of the Federations. Should know at all times the amount the Federation has to spend. He/She works with the President to ensure that all bills are paid, including any Conference appropriation and endeavors to see to it that bills are paid on time. The secretary will provide a detailed financial statement to the Youth Director after each Federation and to the Federation Executive Committee at each Executive Committee meeting **and** every 2 years, to the constituency at large.

BIBLE BOWL COORDINATOR – Directs the Federation Bible Bowl Competition, under the guidelines of the South Central Conference Youth Department (Ask SCC Youth Director for guidelines). He/She will provide written questions for the semi-Finals and Finals. The Coordinator will seek to develop Bible Bowl teams throughout the Federation.

SPORTS COORDINATOR – Directs the Regional Basketball Tournament. He/She is responsible for securing the building and the referees. The Coordinator will seek to provide teams for the Adventist Fitness Challenge and seek to have a minimum of one Federation sports activity per year. Plan evening activities for Federations (skating, bowling, swimming, volleyball, board games, etc...).



MUSIC COORDINATOR – Provides, in conjunction with the President, the music for Federation days. He/She seeks the highest quality music available, seeking especially for talented young people under 21. Coordinator will work in conjunction with the President to provide music for their particular Federation's service at Youth Congress.

PATHFINDER COORDINATOR – He/She will be responsible for the Pathfinder Introit on Federation Sabbath. Pathfinders are recommended to serve as ushers during Federation Sabbath; so Coordinator coordinates that. It is recommended that at least every 3 years the Pathfinder Coordinator lead out in a Federation Camporee. Also seeks to add Pathfinder clubs in areas where none now exist. It is desired, but not required, that Coordinator be a Master Guide.

TEMPERANCE COORDINATOR – Runs the Federation Temperance competition, under the guidelines and policies of the South Central Conference (Ask SCC Youth Director for guidelines/policies). Competition includes orations, posters & jingles. He/She will see to it that the Youth Director has, in writing, the names of the top 2 competitors in his/her Federation for further competition at the Conference Semi-Finals and/or Finals. The Coordinator will hold competition in orations for junior (ages 9-13) and Youth (14-high school). Is responsible for seeing to it that the competitors for his/her Federation meet the various requirements (ages etc...).

SABBATH SCHOOL COORDINATOR – This individual puts together the Sabbath School Programs for the Federation. They are responsible for the preliminaries and the Lesson Study itself. They are to see that every level of the Sabbath School has some kind of separate lesson study on the Sabbath the Federation meets. They also are to begin the process of getting names and addresses of all Adult, Youth, & Earliteen Sabbath School Leaders in their Federation as to inform them of various seminars & workshops.

YOUTH ADVISERS – Each Federation is to elect young people to serve on the Federation Executive Committee so that the Federation can have input from the group for whom the Federation was designed – young people.

HOSPITALITY COORDINATOR
ADVENTURER COORDINATOR
OUTREACH COORDINATOR
LOWER DIVISION COORDINATOR
PASTORAL ADVISORS
CONFERENCE COORDINATORS
EAGER BEAVERS COORDINATOR
TLT COORDINATOR
YOUNG ADULT MINISTRIES COORDINATOR
USHER COORDINATOR
SOUND SYSTEM COORDINATOR
SECURITY COORDINATOR

