

Guidelines

for a correct management of the

CLUB



PANATHLON INTERNATIONAL

LUDIS IUNGIT



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On the occasion of the Assemblies meeting held to elect the Club Presidents and the Governing Council that will remain in office for the next two years, it is considered appropriate worth pointing out certain principles that, in general, will ensure a sound management of the Club.

The principles for managing the Club are summarized below, each relating to the various posts involved:

The President

Is responsible for the Club's progress, the programming of social activities, managing the Members, maintaining contact with the respective local Authorities as well as the Media.

Apart from being a good administrator, he will have the responsibility of maintaining contact with the District President and the Governor (only when regarding Areas) and ensuring that his Club complies with the provisions contained/laid down in the Statute and of the Rules of Panathlon International. In particular, his function will also provide:

- Schedule and plan objectives to be achieved
- Prepare meetings provided for in the Statutes
- Gather at regular intervals the Board of Directors of the Club, relying in particular on whom performs the functions of Secretarial duties
- Appoint Commissions and Contact Points in the various sectors so as to achieve specific objectives involving as well the Members of the President's Committee
- Convene meetings as provided for in the Regulation and respect the commitments undertaken towards Panathlon International, the District, the Areas (where established)
- Encourage participation in Panathlon International's Assemblies, Congresses and Seminars (where present)

The Secretary

Has the function to implement and issue the indications given by the President of the Club and the President's Committee's decisions.

It will be thanks to his sense of responsibility if the Administrative records and contacts with Panathlon International, Areas will take place as scheduled. He will also have to carry out several different administrative tasks such as:

- Promptly send official communications to the General Secretariat, the District President and the Area Governor
- Prepare the Agenda and file, the Proceedings of the President's Committee, convivial gatherings and of the Assemblies
- Take care communications to and from the Club
- Keep regularly informed the Members on the different activities and initiatives being carried out, send out in due course invitations to the same as well as updating the Club's archive

The Treasurer

The financial administration of the Club is the basis for its proper functioning:

It is therefore essential to draw up a good budget and insuring an orderly management.

The Treasurer will take care to collect the membership fees for the respective amount annually established by the President's Committee and will also provide:

- Make payments of approved expenses by the President's Committee
- Keep the Club President fully informed on the financial statements
- Periodically submit to the President's Committee the Auditing data and annually to the Board of Auditors of the Club, before the presentation of the budget at the annual Members Meeting.

The Master of Ceremonies

The figure of the Master of Ceremonies is not specifically laid out in Panathlon International's Rules.

Nonetheless, many Clubs have taken it into consideration, it would therefore be advisable to create it for the precious help it can provide to the President in organizing the various activities and in particular to external events.

Said task foresees the following duties:

- He's responsible of the objects owned by the Club, including flags, drapes, bell and hammer (and related exposure of the same before any social event).
- He shall arrange the disposition of Members and Guests during social events and assist the President during an award ceremony.

- Great help to best carry out the above mentioned tasks can be achieved by consulting the manuals provided at the time by the International Councilor delegate to expansion that can be found on the Panathlon International website – members section – info& booklets – guidelines

- Guidelines of the Club President
- Guidelines for the Secretary
- Guidelines for the Treasurer
- Guidelines for the Master of Ceremonies