

5 Main Officer Responsibilities

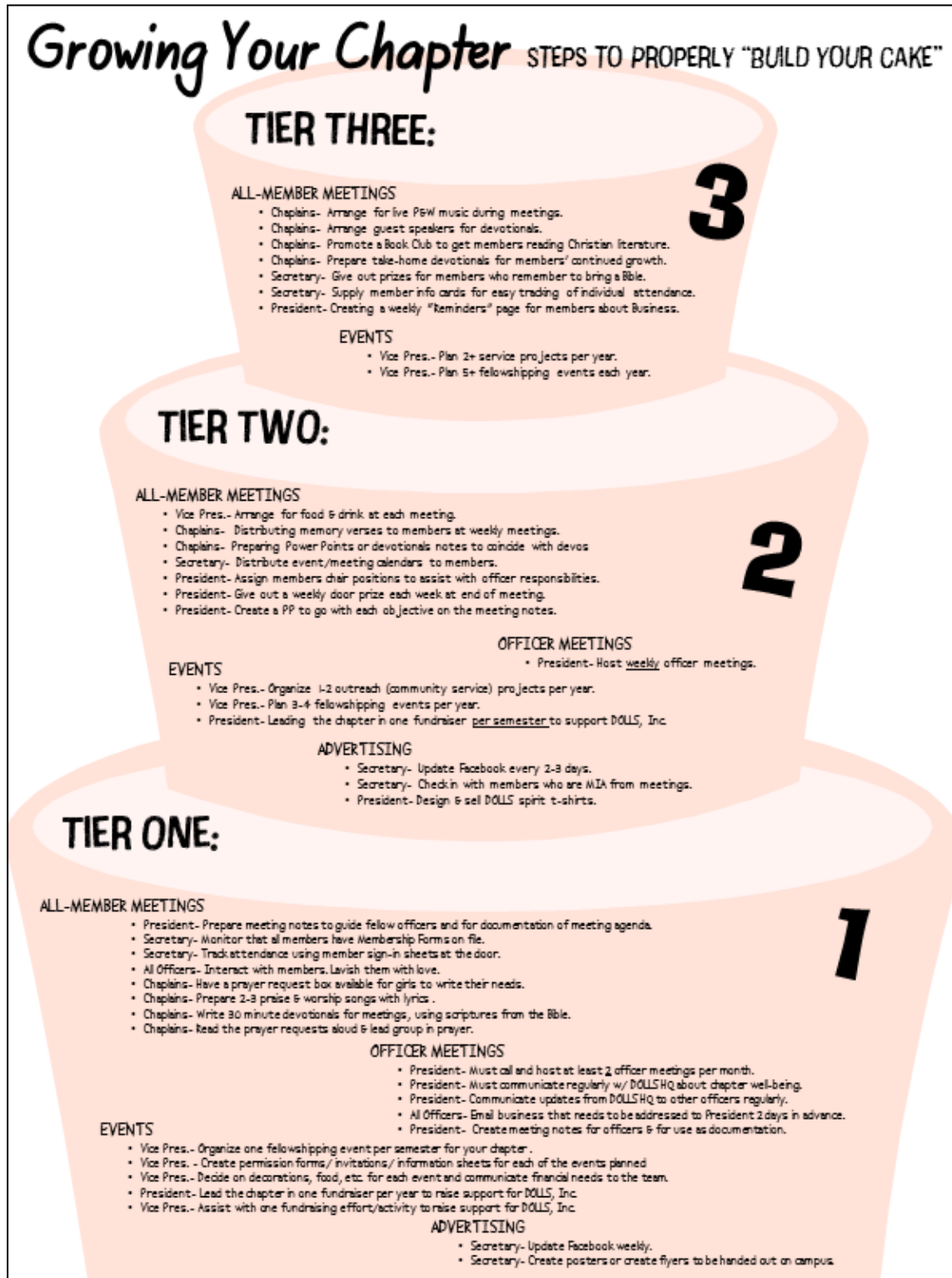
The success of the team is contingent on each officer fulfilling the duties assigned under their positions. At the beginning of each year, and periodically throughout the year it will be helpful for the sponsor or President to review the 5 Main Officer Responsibility list with the team to evaluate the effectiveness of each officer and to help them set goals.

As the officers of DOLLS, known as the 5 Main, navigate thru their yearlong commitment to leading their chapters, the following objectives will need to be accomplished in order for the chapter to flourish. Officers should advance from tier to tier one at a time as their chapter becomes more-and-more established. The 5 Main should resist jumping to an advanced tier prematurely. Advisors can help keep each officer accountable to the following:

Tier 1	<p>By signing up to serve as officers, THE 5 MAIN are committed to accomplishing the following:</p> <ul style="list-style-type: none"> ■ Ensuring that the chapter remains in compliance with all standards set by DOLLS Headquarters, including adherence to the DOLLS Chapter Constitution and the procedures stated in the 5 Main Handbook ■ Ensuring the chapter remains in compliance with all standards set by their school district ■ Keeping fellow officers accountable to their commitments agreed upon in their Officer Constitutions ■ Reporting violations of the Officer Constitution to the campus sponsor immediately to ensure a quick resolution ■ Attending, at minimum, two 5 Main Officer meetings each month throughout the school year ■ Submitting agenda items, specific to their position, for all 5 Main Meetings at least 2-days in advance <ul style="list-style-type: none"> ○ What is coming up that you need to talk to your team about? ■ Attending every All-Member meeting, event, and outreach ■ Researching for, preparing, and presenting devotionals during meetings periodically <ul style="list-style-type: none"> ○ This job does not need to fall entirely on the chaplains. All officers can speak. ■ Reporting all information relevant to your position to members during All-Member meetings ■ Actively pursuing relationships with girls who become members of the chapter ■ Actively pursuing a relationship with the Living Lord & Savior (whether by attending church, through personal study, etc). ■ Praying continuously for the health of the chapter, the lives of its members, and the future leadership of the club ■ Arriving 30 minutes early and leaving 30 minutes late at events to help with set up and clean up ■ Signing off on budget expenses when needed ■ Mingling and welcoming members at the start of meetings ■ Conducting one fundraiser per year to support DOLLS, Inc. ■ Conducting two service projects per year ■ Advertising for the club and invite new members to join
Tier 2	<p>To take the chapter to the next level, THE 5 MAIN can strive to do the following:</p> <ul style="list-style-type: none"> ■ Attending weekly 5 Main meetings each month during the school year ■ Submitting agenda items weekly for all 5 Main Officer Meetings ■ Actively pursuing deeper relationships with members (by having coffee dates, texting, etc.) ■ Networking with other area chapters to unite the sisterhood of DOLLS ■ Conducting one fundraiser per semester to support DOLLS, Inc.
Tier 3	<p>If a chapter desires to be extraordinary, THE 5 MAIN can endeavor to do the following:</p> <ul style="list-style-type: none"> ■ Hosting bible studies or book clubs outside of regular DOLLS meetings ■ Partnering with other area chapters to host events, outreaches, or fundraisers

Growing the Chapter- “Steps to Building Your Cake”

Generally, the female leadership an organization like DOLLS attracts tends to be very ambitious and driven individuals. Our girls like to dream big and strive for greatness with their chapter. An important role the Advisor can play is to help the girls goal set appropriately. It is not uncommon for officers to take on too much, too soon. The following graphic can be used as a guide to help the officers determine which goals are most important and which can come later.



THE OFFICE OF THE *President*

The President serves as the lead authority of the 5 Main officers and all the members involved with her chapter. The office of the President needs to be held by someone who is extremely organized, un-afraid to take charge, a natural problem solver, and extremely self-motivated. It has been said that the “enthusiasm of a group will never rise above that of its leader.” Presidents must be able to see and manage “the Big Picture” of their DOLLS chapter. Advisors can help keep the Presidents accountable to the following:

<i>Tier 1</i>	<p>By signing up to serve as a 5 Main, PRESIDENTS are committed to accomplishing the following:</p> <ul style="list-style-type: none"> ■ Ensuring that the duties of all the other 5 Main positions are being fulfilled at all times. ■ Communicating regularly with campus sponsor about the needs and plans for the chapter. ■ Communicating regularly with the DOLLS Headquarters regarding the chapter. ■ Ensuring that the chapter remains in compliance with all standards set by DOLLS Headquarters, including adherence to the DOLLS Chapter Constitution, the DOLLS Handbook, and the Officer Constitution. ■ Ensuring the club remains in compliance with all standards set by the school district in which the chapter resides. ■ Scheduling and hosting at minimum <u>two</u> 5 Main Officer meetings each month. ■ Preparing meeting agendas for all 5 Main Officer Meetings. <ul style="list-style-type: none"> ○ Each office position will send agenda items to the President two days in advance for discussion at the upcoming officer meeting ■ Preparing meeting agendas for each All-Member Meeting. <ul style="list-style-type: none"> ○ President will compile agreed upon information decided during the 5 Main Officer Meeting for this agenda
<i>Tier 2</i>	<p>To take the chapter to the next level, PRESIDENTS can strive to do the following:</p> <ul style="list-style-type: none"> ■ Creating Power Points that correspond with the business announcements of each officer during “Business” at All-Member meetings. ■ Assigning members chair positions to assist with officer responsibilities. ■ Giving out a weekly door prize each week at end of meeting. ■ Assisting the Vice President in the planning of events ■ Scheduling and hosting <u>weekly</u> officer meetings. ■ Managing any chair positions assigned under the President and ensuring those duties are fulfilled. <ul style="list-style-type: none"> ○ i.e. Fundraising Chair ■ Leading the chapter thru one additional fundraiser to raise support for your DOLLS chapter.
<i>Tier 3</i>	<p>If a chapter desires to be extraordinary, PRESIDENTS can endeavor to do the following:</p> <ul style="list-style-type: none"> ■ Creating a weekly “Reminders” page for members reiterating the information that the 5 Main discuss during “Business.” ■ Monitoring and assisting with the other officers’ increased goals. ■ Assisting DOLLS Headquarters with events like NextGen 5K, Betrothal Banquet, or interviewing new chapters.

THE OFFICE OF THE *Vice President*

The Vice President serves as the second in command of the 5 Main officer team and the primary person in charge of all social events hosted by the chapter. The office of Vice President needs to be held by someone who is extremely outgoing, personable, organized, and extremely creative. The Vice President is responsible for all of the following duties throughout her term:

<i>Tier 1</i>	<p>By signing up to serve as a 5 Main, VICE PRESIDENTS are committed to accomplishing the following:</p> <ul style="list-style-type: none"> ■ Filling in for the duties of the President, if she is unavailable. ■ Introducing ideas for events and leading the planning during the 5 Main meeting. ■ Reporting all information relevant to Vice President Position to members during All-Member meetings. ■ Planning and hosting at least two social events per year. One in the fall and one in the spring ■ Creating permission forms/ invitations/ information sheets for each of the events planned. ■ Collecting permission forms for events during meetings and turn into the campus sponsor regularly. ■ Deciding on decorations, food, etc. for each event and communicate financial needs to the team. ■ Planning one event per year that is a community service project. ■ Planning one fundraiser per year for DOLLS Headquarters.
<i>Tier 2</i>	<p>To take the chapter to the next level, VICE PRESIDENTS can strive to do the following:</p> <ul style="list-style-type: none"> ■ Managing any chair positions assigned under the Vice President and ensuring those duties are fulfilled. ■ Organize 1-2 outreach (community service) projects per year. ■ Plan 3-4 fellowshipping events per year. ■ Finding volunteers to bring food & drink at each meeting. ■ Assisting president with one fundraising effort per semester to raise support for DOLLS, Inc.
<i>Tier 3</i>	<p>If a chapter desires to be extraordinary, VICE PRESIDENTS can endeavor to do the following:</p> <ul style="list-style-type: none"> ■ Planning 2+ service projects per year. ■ Planning 5+ fellowshipping events each year

THE OFFICE OF THE *Secretary*

The Secretary serves as the documentation specialist for the chapter. The office of Secretary needs to be held by someone who is extremely organized, enjoys keeping records, and enjoys being behind the scenes. The Secretary is responsible for all of the following duties throughout her term:

<i>Tier 1</i>	<p>By signing up to serve as a 5 Main, SECRETARIES are committed to accomplishing the following:</p> <ul style="list-style-type: none"> ☐ Monitoring that all members have Membership Forms on file. ☐ Keeping proficient records of each meeting held (Officer or All-Member) and organizing those records in a binder that will be turned into the campus sponsor for documentation purposes at the end of each year. ☐ Discussing information and ideas relevant to the Secretary position during Officer Meetings. ☐ Announcing all Secretary-related business to members during All-Member meetings. ☐ Collecting Membership Applications during meetings and filing in Membership Binder regularly. ☐ Submitting requests to the campus sponsor to access the chapter finances for events/meetings/outreaches/etc. ☐ Tracking attendance, mingling and welcoming members at the start of meetings. ☐ Creating posters or flyers to be handed out on campus to advertise the club. ☐ Managing the chapter email account. ☐ Typing up weekly pray requests after meetings and emailing those to all the chapter members. ☐ Sending DOLLS HQ all information the chapter desires to have posted on the official DOLLS Headquarters website on a monthly basis, including event information, permission forms, and pictures. ☐ Updating Facebook once a week. ☐ Controlling Power Point slideshows during All-Member meetings ☐ Transporting the chapter's Membership Records Binder to and from every DOLLS Sponsored event (so Medical Release forms will be available in case of an emergency).
<i>Tier 2</i>	<p>To take the chapter to the next level, SECRETARIES can strive to do the following:</p> <ul style="list-style-type: none"> ☐ Managing any chair positions assigned under this office and ensuring those duties are fulfilled. ☐ Distributing calendars to members listing upcoming events, meetings, and outreaches. ☐ Updating Facebook every 2-3 days. ☐ Checking in with members who are MIA from meetings. ☐ Advertising for the club by scripting campus announcements and sending email blasts to members.
<i>Tier 3</i>	<p>If a chapter desires to be extraordinary, SECRETARIES can endeavor to do the following:</p> <ul style="list-style-type: none"> ☐ Giving out prizes for members who remember to bring a Bible. ☐ Creating member info cards for easy tracking of individual attendance.

THE OFFICE OF THE *Chaplain*

The Chaplains serve as the spiritual leaders of the chapter. The office of the Chaplain needs to be held by two girls who are hungry for the Word of God, well versed in theology, have the spiritual gift of teaching, and are willing to spend their weekends preparing devotionals. The Chaplains are responsible for all of the following duties throughout their term:

<i>Tier 1</i>	<p>By signing up to serve as a 5 Main, CHAPLAINS are committed to accomplishing the following:</p> <ul style="list-style-type: none">▣ Researching for, writing, and presenting devotionals during meetings regularly.▣ Assisting other officers in preparing for devotionals.▣ Discussing information and ideas relevant to the Chaplain position during Officer meetings.▣ Announcing all Chaplain-related business to members during All-Member meetings.▣ Actively pursuing relationships with girls who become members of the chapter.▣ Typing up song lyrics for use during praise and worship.▣ Reading prayer requests during meetings and praying aloud for the needs of the chapter's members.▣ Answering the theological questions of the chapter's members.▣ Ministering to members during their times of need. (i.e. deaths in the family, divorce, etc.)▣ Being prepared to confront current world views of events with a biblical perspective.▣ Pray with members over their personal prayer requests.▣ Following up with members regarding their prayer requests.
<i>Tier 2</i>	<p>To take the chapter to the next level, CHAPLAINS can strive to do the following:</p> <ul style="list-style-type: none">▣ Preparing Power Points or devotionals notes to coincide with devos.▣ Typing up weekly bible verses for distribution during meetings.▣ Managing any chair positions assigned under this office and ensuring those duties are fulfilled.▣ Helping equip members with the necessary resources to continue their personal growth with God.<ul style="list-style-type: none">○ Confirming that all members of the chapter own their own Bible and ensuring those who don't are given one
<i>Tier 3</i>	<p>If a chapter desires to be extraordinary, CHAPLAINS can endeavor to do the following:</p> <ul style="list-style-type: none">▣ Arranging for live P&W music during meetings.▣ Arranging guest speakers for devotionals.▣ Holding a Book Club to get members reading Christian literature.▣ Preparing take-home devotionals to assist with the members' continued growth.

Officer Protocol

Each officer's attendance to ALL functions is required. This includes All- Member meetings, Officer Meetings, DOLLS events, charity outreaches, and fundraisers. Attendance constitutes being present for at least 80% of the meeting or event including preparation and clean up time. If an officer has a conflict and cannot make it, she must alert the sponsor and fellow 5 Main to the absence at least one week in advance of the date. If an officer becomes unexpectedly sick or has another family emergency, she must alert the sponsor via phone call or e-mail at least 24 prior to the event or meeting. The following guidelines have been set in regards to the attendance of each individual officer:

All-Member Meetings: Only 3 Excused Absences Permitted

Each officer may miss only three All-member Meetings without facing dismissal from their position. A 4th absence may constitute dismissal from her position.*

5 Main Meetings: Only 3 Excused Absences Permitted

An officer may miss no more than 3 Five Main meetings. Officers understand that when these meetings are missed, decisions that they may not agree with may potentially be made, and their vote may not be considered. A 4th absence may constitute dismissal from their position.*

Chapter Events: Only 1 Excused Absence Permitted

Each officer may miss one event without facing dismissal from her position. Officers understand that they are required to arrive 30 minutes early and will leave 30 minutes late for every event DOLLS' hosts. It will not represent the 5 Main well if officers leave early while members & sponsors are left with the cleanup. Officers need to arrive early to assist with set up, check-in, form collections, etc.*

HQ Sponsored Events: Allowed to apply for absence waivers

Each officer is required to attend Headquarters Sponsored events. These events include but are not limited to: Golf Tournament, Night of Worship, 5 Main Boot Camp, Betrothal Banquet, NextGen5k, and Christmas Parades. Each officer will be allowed to apply for absence waivers. Headquarters reserves the right to deny any waiver due to reasons behind the absence. Note that if an officer has used multiple absence waivers during their service as a 5 Main, their commitment to this ministry may be called into question. Please contact Headquarters for the absence waiver form. Please note that this waiver may not be used for 5 Main Conference, as conference is mandatory for all officers.

**Extreme circumstances will be taken into consideration by the sponsors and other 5 Main.*

Sponsors should use the charts that appear in appendix of this handbook as the official attendance records for each of the officers.

5 MAIN OFFICER CONSTITUTION

Each officer is responsible for submitting a signed copy of the **5 Main Officer Constitution** (See *Appendix C*) to their sponsor no later than the first Friday of the first week of the school year. The sponsor will maintain this record throughout the duration of that officer's term and reference it for accountability as needed.

DOCUMENTATION

In the event that an officer needs to be removed from their position, DOLLS Headquarters will rely heavily on the sponsor's documentation to support the necessity of their removal. There are four potential causes for an officer's dismissal from her office position:

1. Excessive absences from meetings or events,
2. Violations of the 5 Main Constitution (See the 5 Main Officer Constitution in *Appendix C*),
3. Personal habits that are debilitating this officer's effectiveness as a leader, or
4. A failure to fulfill the duties this officer is responsible for under their office position.

If a sponsor has concerns about an officer's level of commitment, an **Officer Growth Plan** can be started as a means to remedying the situation or, if necessary, documenting a need for their dismissal. *The *Officer Growth Plan* can be found in *Appendix A* of this handbook.

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