

# USA Council of Serra International

## Position Description for Club President

**Position Title:** President

**Reports To:** Club Board of Trustees

**Position:** Presides at Club and Board meetings; appoints committee chairs and members; represents the Club at all inter-club meetings and activities and district meetings. Promotes and assists in the development of all Club leadership; co-authors agenda for membership and Club Board meetings; evaluates the performance of Club Officers and designated committee chairs. Performs such other duties that pertains to the Office of the President or such other duties as the Board of Trustees may assign, or a may be required by the Club's By Laws. Collaborate with other district or diocesan Serra Clubs. Is a member of Governors's District Council.

### **Principal Responsibilities:**

1. Prepare agenda with the assistance of the club secretary
2. Conducts each meeting according to suggested Serra procedures or as specified by the Club's policies
3. Appoints all committee chairs with advice from the Board of Trustees
4. Serves as ex-officio member of all committees
5. Coordinates work of committees
6. Helps chairpersons identify and understand their responsibilities
7. Insures timely implementation of USA Council and Serra International Board action
8. Calls special meetings if necessary in accordance with Club's policies
9. Participates in District Council meetings and actions.
10. Effects working relationship with diocesan vocation leaders and organizations
11. Takes appropriate action on recommendations from the District Governors
12. Induct new officers at the first meeting following term of office
13. Attends and actively participates in the District Spring Leadership Planning Conference
14. Inducts new Club members and provides for new members orientation and training
15. Works with the nominating committee to recruit new board members
16. Periodically reviews board members roles and responsibilities to assist them in assignments and performance
17. Oversees creation and implementation of written Club policies and procedures
18. Supports cooperative efforts with other District or Diocesan Serra Clubs.

### **Position Requirements:**

1. Served as a Club Officer
2. Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
3. Thorough knowledge of the USA Council Constitution, By Laws, Polices
4. Knowledgeable of related church and religious leaders, groups and organizations
5. Ability to work collaboratively with volunteers

### **Desirable Knowledge, Skills and Abilities:**

1. Understands dynamics of organizational elements and structures
2. Knowledge of current Catholic Church issues
3. Demonstrated ability to communicate clearly and concisely orally and in writing
4. Aware of planning, directing and monitoring skills

Revised: August 2, 2004

C:\Council\Club Position Descriptions\Club President

**USA Council of Serra International  
Suggested Club**

**Position Description for Club President Elect**

**Position Title:** President Elect

**Reports To:** President and Club Board of Trustees

**Position:** Attends and participates in all Club, Trustee and Committee meetings and functions as designated by the Club President; assists, supports and consult upon request with the President and Immediate Past President At the request of the President represents the President and the Club at designated meetings, conferences and conventions Presides at Club and Board of Trustee meetings in the absence of the Club President Shall perform such duties as may be assigned to him by the President and/or Board of Trustees

**Principal Responsibilities:**

- 1 Attend all Club and Board of Trustee meetings
- 2 Serves on the Club Board of Trustees
- 3 At the request of the President serves on specific committees
- 4 In partnership with the President insures timely implementation of USA Council and Serra International Board action
- 5 Understands the President's responsibilities and performs these duties in the President's absence
- 6 Attends and actively participates at the Spring Leadership Planning Conference
- 7 Attend Regional and District Conventions as requested by the President
- 8 Provides advice to the current President when requested
- 9 Participates in budget preparation for the next fiscal year
- 10 Develops working relationship with diocesan vocation organizations
- 11 Identify potential Officers, chairs and committee members
- 12 Perform such other duties as may be assigned by the President and Board of Trustees

**Position Requirements:**

- 1 Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
- 2 Thorough knowledge of the USA Council Constitution, By Laws, Polices
- 3 Knowledgeable of related church and religious leaders, groups and organizations
- 4 Have served as a Club
- 5 Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

- 1 Understands dynamics of organizational elements and structures
- 2 Knowledge of current Catholic Church issues
- 3 Demonstrated ability to communicate clearly and concisely orally and in writing
- 4 Aware of planning, directing and monitoring skills

Revised. July16, 2004

C:\Council\Club Position Descriptions\Board President Elect

**USA Council of Serra International  
Suggested Club**

**Position Description for Club Secretary**

**Position Title:** Secretary

**Reports To:** President

**Position:** Attend all Club, Board of Trustees and Committee meetings and functions; responsible for recording all proceedings at meetings of the Club and Board of Trustees; responsible for all elections of officers; maintains accurate roster of members and is responsible for mailing of all necessary meeting notices

**Principal Responsibilities:**

1. Attend all Club and Board of Trustees meetings
2. Serve on the Club Board of Trustees
3. Maintain all board records and ensure their accuracy and safety
4. Review board minutes
5. Assume responsibilities of the president in the absence of the Club President, President-Elect, and Vice Presidents
6. Provide notice of meetings of the Club and/or of a committee when such notice is required
7. Assists the President in preparation of meeting agendas
8. Administer the election process of Officers
9. Maintain a current roster of members
10. Maintain the By Laws, Amendments and Policy Manual for the Club
11. Maintain the permanent club history
12. Attend and actively participates at the Spring Leadership Planning Conferences
13. Participate as a vital part of the Club leadership
14. Perform such other duties as may be assigned by the President and/or the Board of Trustees

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

**USA Council of Serra International  
Suggested Club**

**Position Description for the Club Vice President of Vocations**

**Position Title:** Vice President of Vocations

**Reports To:** President

**Position:** Attend all Club, Board of Trustees and Committee meetings and functions, serves as the Chair of the Club Vocations Committee; establishes comprehensive Club vocation programs that meet the needs of the local diocese and encourages the formation of diocesan, deanery or parish vocation committees

**Principal Responsibilities.**

- 1 Attend all Club and Board of Trustee meetings
- 2 Serve on the Club Board of Trustees
- 3 Serve as the Chairperson of the Vocations Committee
- 4 Assist and attends Regional and District Conventions as appropriate
- 5 Represents the Club vocation efforts with Bishop, Vocation Directors and other organizations involved in vocation ministry
- 6 Establish comprehensive vocation programs for use by the club
- 7 Develop a long range plan for the Vocations Committee
- 8 Attend and actively participates at the Spring Leadership Planning Conferences
- 9 Assist the President Elect in the preparation of the budget
- 10 Participate as vital part of the Club leadership
- 11 Perform such other duties as may be assigned by the President and/or the Board of Trustees

**Position Requirements:**

- 1 Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
- 2 Be knowledgeable of the requirements of vocation ministry
- 3 Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

- 1 Knowledge of current Catholic Church issues
- 2 Ability to communicate clearly and concisely orally and in writing

**USA Council of Serra International  
Suggested Club**

**Position Description for the Club Vice President of Programs**

**Position Title:** Vice President of Programs

**Reports To:** President

**Position:** Attend all Club, Board of Trustees and Committee meetings and functions, serves as the Chair of the Club Program Committee, formulate plans and develops programs that help the clubs members become aware of the current teaching of the Bishops, encyclicals and episcopal statements.

**Principal Responsibilities:**

- 1 Attend all Club and Board of Trustee meetings
- 2 Serve on the Club Board of Trustees
- 3 Serve as the Chairperson of the Program Committee
- 4 Assist and attends Regional and District Conventions as appropriate
- 5 Become and remain aware of programs developed by the USA Council Program Committee
- 6 Develop effective programs for club use that contain the current teaching of the Bishops, encyclicals and episcopal statements
- 7 Develop a long range plan for the Program Committee
- 8 Attend and actively participates at the Spring Leadership Planning Conferences
- 9 Assists the President Elect in the preparation of the budget
- 10 Participate as vital part of the Club leadership
- 11 Perform such other duties as may be assigned by the President and/or the Board of Trustees
- 12 Monitors and assesses the impact of Council programs provided for local club use

**Position Requirements:**

- 1 Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
- 2 Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

- 1 Knowledge of current Catholic Church issues
- 2 Ability to communicate clearly and concisely orally and in writing

Revised: July 15, 2004

C:\Council\Club Position Descriptions\Program Vice President

**USA Council of Serra International  
Suggested Club**

**Position Description for the Vice President of Membership**

**Position Title:** Vice President of Membership

**Reports To:** President

**Position:** Attend all Club, Board of Trustees and Committee meetings and functions, , serves as the Chair of the Club Membership Committee, formulate plans and develops programs that help the club retain and increase membership, assist in forming new Serra Clubs

**Principal Responsibilities.**

- 1 Attend all Club and Board of Trustee meetings
- 2 Serve on the Club Board of Trustees
- 3 Serve as the Chairperson of the Membership Committee
- 4 Assist and attends Regional and District Conventions as appropriate
- 5 Develop effective programs for club use to retain and increase club membership
- 6 Develop a long range plan for the Membership Committee
- 7 Maintain contact and a working relationship with the Membership Coordinator of the USA Council
- 8 Develop and implements a new member induction and orientation program
- 9 Attend and actively participates at the Spring Leadership Planning Conferences
- 10 Assist the President Elect in the preparation of the budget
- 11 Participate as vital part of the Club leadership
- 12 Perform such other duties as may be assigned by the President and/or the Board of Trustees

**Position Requirements:**

- 1 Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
- 2 Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

- 1 Knowledge of current Catholic Church issues
- 2 Ability to communicate clearly and concisely orally and in writing

Revised. July 16, 2004

C:\Council\Club Position Descriptions\Membership Vice President

**USA Council of Serra International  
Suggested Club**

**Position Description for the Club Vice President of Communications**

**Position Title:** Vice President of Communications

**Reports To:** President

**Position:** Attend all Board and Committee meetings and functions, serves as the Chair of the Club Communications Committee, formulate plans and make recommendations to the Board of Trustees for the improvement of internal and external communications and public relations, implement the USA Council's communications plan within the club and diocese

**Principal Responsibilities.**

1. Attend all Club and Board of Trustee meetings
2. Serve on the Club Board of Trustees
3. Serve as the Chairperson of the Communications Committee
4. Assist and attend Regional and District Conventions as appropriate
5. Establish comprehensive communication programs for use by the clubs
6. Develop a long range plan for the Communications Committee
7. Attend and actively participates in the Spring Leadership Planning Conference
8. Assists the President Elect in the preparation of the budget
9. Participate as vital part of the Club leadership
10. Perform such other duties as may be assigned by the President and/or the Board of Trustees

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

Revised: July 16, 2004

C:\Council\Club Position Descriptions\Communications Vice President

**USA Council of Serra International  
Suggested Club**

**Position Description for Club Treasurer**

**Position Title:** Treasurer

**Reports To:** President

**Position:** Attend all Club, Board of Trustees and Committee meetings and functions; responsible for collection of club dues; payment for bills and the preparation of periodic financial statements Assists in the preparation of the annual budget

**Principal Responsibilities.**

- 1 Attend all Club and Board of Trustees meetings
- 2 Serve on the Board of Trustees
- 3 Serve as financial officer of the club
- 4 Collect all dues and fees from club members and remit to USA Council on a timely basis
- 5 Maintain accurate financial records of the club
- 6 Assist the President-Elect in preparing the annual budget
- 7 Attend and actively participates at the Spring Leadership Planning Conferences
- 8 Participate as a vital part of the Club leadership
- 9 Perform such other duties as ordinarily pertain to the office of Treasurer
- 10 Perform such other duties as may be assigned by the President and/or the Board of Trustees

**Position Requirements:**

- 1 Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
- 2 Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

- 1 Knowledge of current Catholic Church issues
- 2 Ability to communicate clearly and concisely orally and in writing



## Position Description for the Club Chaplain

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|-------------|---|
| Title       | Club Chaplain   |
| Reports To: | Archbishop or Bishop of the local Archdiocese or Diocese; Club President  |
| Position:   | The Club Chaplain serves as the spiritual adviser to the Serra Club and is appointed by the local Archbishop or Bishop. |

### Principal Responsibilities:

The Club Chaplain:

1. Makes himself or herself aware of the activities of all the club's standing committees and provides spiritual oversight.
2. Attends Club meetings and Board meetings as often as possible and occasionally is the speaker at the meeting.
3. Attends Regional/District and International Conventions when possible.
4. Makes himself or herself aware of all USCCB and Archdiocesan/Diocesan vocation initiatives.
5. Is available to the club Vice President of Vocations to consult and guide on specific programs and activities.
6. Is available to the Club Vice President of Programs for guidance in the use of programs that contain the current teaching of the Bishops, encyclicals and papal letters.
7. Writes a short message for the club newsletter.
8. Encourages other priests to recommend people for Club membership.
9. Is available to advise the Club regarding relationships with Catholic organizations with a vocations component.

### Position Requirements:

1. Knowledge of Serra's Objectives and Purposes
2. Ability to work collaboratively with club officers and members
3. Ability to commit sufficient time to adequately carry out the responsibilities of the position

### Desirable Knowledge, Skills and Abilities:

1. Ability to communicate clearly and concisely orally and in writing

**USA Council of Serra International  
Suggested Club**

**Position Description for Club Trustees**

**Position Title:** Club Trustees

**Reports To:** Club Membership

**Position:** Attend all Club and Board meetings; responsible for the overall policy-making, governing and coordination of club activities; approves all bills and conducts all ordinary business; determines annual tasks for the club; approves the club annual budget; fills any officer vacancy.

**Principal Responsibilities:**

1. Attend all Club and Board meetings
2. Participates at the Spring Leadership Planning Conference and Fall Convention
3. Acquires understanding of Serra International and USAC Bylaws and Policy Manuals as they affect the club's Bylaws and Policy Manuals
4. Periodically reviews Club Bylaws and Policies in relationship to club operation and performance
5. Assumes a vital part of club leadership
6. Serves on one or more committees and evaluates effectiveness
7. Perform other duties as assigned by the president

**In association with the Board Officers, the Trustees assists and participates in the following:**

1. Coordination and prioritization of the club's long range plans
2. Identification and approval of essential club tasks and functions
3. Review and approval of the annual club budget
4. Filling of Board and committee vacancies
5. Suspension, removal, or expulsion of Board members and club members according to club policies and procedures
6. Review and effect changes to club Bylaws, amendments and Policy Manual
7. Election and orientation of club delegate to the International Convention

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

**USA Council of Serra International  
Suggested Club**

**Position Description for Club Foundation Representative**

**Position Title:** Foundation Representative

**Reports To:** President

**Position:** Attend all Club, Board of Trustees and Committee meetings and functions; Responsible for educating club members about the Foundation; promotes the Foundation's annual appeal and other giving programs; and, serves as the club's communication liaison with the Foundation

**Principal Responsibilities:**

- 1 Attend all Club meetings
- 2 Be knowledgeable about the Foundation gifts and grants
- 3 Educate club members about the Foundation
- 4 Maintain club records on members current year Foundation gifts
- 5 Promotes the Foundation's annual appeal and other giving programs
- 6 Serve as the communication liaison with the Foundation
- 7 Supply and display Foundation brochures and materials
- 8 Attend and actively participates at the Spring Leadership Planning Conferences
- 9 Participate as a vital part of the Club leadership
- 10 Perform such other duties as may be assigned by the President and/or the Board of Trustees

**Position Requirements:**

- 1 Thorough knowledge of Serra and its Objects and Purposes; the Serra International Foundation and the USA Council and its Objectives and Purposes
- 2 Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

- 1 Knowledge of current Catholic Church issues
- 2 Ability to communicate clearly and concisely orally and in writing