

USA Council of Serra International

Club Policy Manual



Table of Contents

1.1	CLUB ROLE AND RESPONSIBILITY	Page 5
1.1.1	Serra Clubs	Page 5
1.1.2	Club Role	Page 5
1.1.3	Club Governance	Page 5
1.1.4	Club Planning Sequence	Page 5
1.1.5	Leadership Development	Page 5
1.1.6	Development of Local Officers and Board Members	Page 6
1.2	TRUSTEE EXPENSES	Page 7
1.2.1	Club President	Page 7
1.2.2	Trustees and Committee Expenses	Page 7
1.2.3	Remuneration for Trustees	Page 7
1.2.4	Reimbursement of Travel to Board Meetings	Page 7
1.2.5	Reimbursement of Club Chaplain	Page 7
1.3	TRUSTEE MEETINGS	Page 8
1.3.1	Closed Session Board Meetings	Page 8
1.3.2	Meeting Agenda	Page 8
1.3.3	Trustee Meeting Minutes	Page 8
1.3.4	Club Chaplain	Page 8
1.4	TRUSTEE POLICY AND PROCEDURES	Page 9
1.4.1	Policy Development and Maintenance	Page 9
1.4.2	Governance Role of Club Board of Trustees	Page 9
1.4.3	Spending Limitation on the Executive Committee	Page 9
1.4.4	Audit Committee	Page 10
1.4.5	Controversial or Political Activity	Page 10
1.4.6	Mailing Lists	Page 10
1.4.7	Name for Serra Use Only	Page 10
1.4.8	Authorization for use of Name and Seal	Page 10
1.4.9	Committee Internal Policy and Procedures	Page 10
1.4.10	Budget process	Page 11
1.4.11	National Staff Support Services	Page 11
1.4-12	Committee proposals for Changes to Existing Policies or for New Policies	Page 11
1.5	FISCAL MATTERS	Page 12
1.5.1	Signing of Checks	Page 12
1.5.2	Signing of Checks More than \$500.00	Page 12
1.5.3	Fund Raising Activities	Page 12
1.5.4	Use of Funds Raised by Fund Raising Activities	Page 12
1.6	PUBLICATIONS OF THE CLUB	Page 13
1.6.1	Club Newsletter	Page 13
1.6.24	Disclaimer	Page 13

Table of Contents

1.7	CLUB CHAPLAIN	Page 14
1.7.1	Club Chaplain	Page 14
1.7.2	Selection of the Club Chaplain	Page 14
1.7.3	Duties of the Club Chaplain	Page 14
1.7.4	Expenses of the Club Chaplain	Page 14
1.8	CLUB NOMINATING COMMITTEE	Page 15
1.8.1	Committee Composition	Page 15
1.8.2	Non Eligibility of Committee Members for Nomination	Page 15
1.8.3	Nominating Procedure and Confidentiality in the Selection Process	Page 15
2.1	REGIONS	Page 16
2.1.1	Regional Boundaries	Page 16
2.1.2	Regional Directors Expenses	Page 16
2.1.3	Accountability of Contributions Received	Page 16
3.1	DISTRICTS	Page 17
3.1.1	Reporting Structure for Governors	Page 17
3.1.2	District Governors Expenses	Page 17
3.1.3	Accountability of Contributions Received	Page 17
4.1	CLUBS	Page 18
4.1.1	Courtesies Extended to Board Members and District Governors	Page 18
4.1.2	Anniversary of Serra Clubs	Page 18
4.1.3	Charter Night Celebrations	Page 18
4.1.4	Affiliation with Civic Organizations	Page 18
4.1.5	Objectives and External	Page 18
4.1.6	Club President's Attendance at International Conventions	Page 18
4.1.7	Collaboration Between Club and Bishops	Page 19
4.1.8	Parish Vocation Committees/Activities	Page 19
5.1	MEMBERSHIP	Page 20
5.1.1	Interpretation and Policy Statement Regarding Membership	Page 20
5.1.2	Honorary Memberships	Page 20
5.1.3	Member Who Transfers to Area Served by Another Serra Club	Page 20
5.1.4	Transfer of Local Membership	Page 20
5.1.5	Attendance of Spouse of Serrans at District, Regional Super Weekend Meetings	Page 20
5.1.6	Membership-At-Large - Removal of Club Charter	Page 20
5.1.7	Membership-At-Large - Former Members	Page 21
5.1.8	Membership-At-Large - New Members	Page 21

Table of Contents

6.1 POSITION DESCRIPTIONS

6.1.1	Club President	Page 22
6.1.2	President-Elect	Page 23
6.1.3	Immediate Past President	Page 24
6.1.4	Vice President-Vocations	Page 25
6.1.5	Vice President-Membership	Page 26
6.1.6	Vice President-Communications	Page 27
6.1.7	Vice Present-Programs	Page 28
6.1.8	Treasurer	Page 29
6.1.9	Secretary	Page 30
6.1.10	Trustees	Page 31
6.1.11	Chaplain	Page 32
6.1.12	Foundation Representative	Page 33

1.1 CLUB ROLE AND RESPONSIBILITY

1.1.1 Serra Clubs

Article VII, Sections 1 - 10 deal specifically with club formation, naming, chartering, incorporation, officers, trustees, appointment of the chaplain and club elections.

1.1.2 Club Role

The role of the Council is defined in Article IX (Serra Councils) of the Serra International Bylaws and in Article II (Objects and Purposes) of the Constitution of the USA Council.

1.1.3 Club Governance

The Club Board of Trustees (or "Trustees") is the governing body of the club. The duties of the Board of Trustees are specified in Article V of the club's bylaws.

1.1.4 Club Planning Sequence

The Club Trustees II review and assess the Club's annual plan which incorporates the approved and modified goals and objectives of the Club which are submitted each February.

The Club's goals and objectives will be defined by the following categories:

1. Sustaining/Maintaining: items ongoing each year
2. Short Term: items to be completed in one to three years
3. Long Term: items requiring more that three years to complete

1.1.5 Leadership Development

The National Council has identified seven levels of leadership in the Serra movement in the United States for which the Council has leadership training and development responsibilities.

1. Council Board and Regional Coordinators
2. Council Executive Committee
3. National Standing Committee Chairmen
4. Regional Directors and Deputies
5. District Officers
6. Local Club Officers and Boards
7. Chicago USAC Staff

Training of each group local club leadership shall be provided annually by the District Governor to develop skills and motivation for the improvement of the training program for each member of the Staff which shall be approved by the President and President Elect.

1.1.6 Development of Local Officers and Board Members

The National Council is responsible for developing and offering manuals, material and programs that assist in the Leadership development of these officers and Board Members. District Governors and District Governors Elect provide Incoming Presidents Conference and Spring Leadership Planning Conference.

1.2 TRUSTEES EXPENSES

1.2.1 Club President

The President will receive reimbursement for annual expenses not to exceed the amount approved in the annual club budget. Written requests for reimbursement will include:

- a. Activity purpose, location, travel mode
- b. Paid receipts
- c. Brief summary and results of activity

1.2.2 Trustees and Committee Expenses

Club Trustees and committees shall pay meal costs at their various meetings.

1.2.3 Remuneration for Trustees

No Club Officer or Trustee shall receive a salary from the club.

1.2.4 Reimbursement of Travel to Board Meetings

Trustee travel expenses shall not ordinarily be reimbursed; however, under certain conditions the Club Trustees may authorize reimbursement for the travel expenses of specific Trustees attending meetings. Reimbursement will not include hotel or food expenses and will be based on the lowest transportation costs and availability of funds in the annual budget. Expenses for spouses or other family members will not be reimbursed.

This policy should be reviewed by the Board every two years.

Travel expenses for participating Trustees at the time of Serra International Conventions will not be reimbursed.

1.2.5 Reimbursement of the Club Chaplain

The Club Chaplain will receive reimbursement for travel expenses to the Serra International Convention but not to exceed the amount approved in the annual club budget.

1.3 TRUSTEE MEETINGS

1.3.1 Closed Session Trustee Meetings

The Trustees shall not meet in **closed session**, except under special circumstances and upon special direction by the President.

1.3.2 Meeting Agenda

Agenda items of the Trustee meeting shall be submitted to the Trustees in advance of the meetings.

1.3.3 Trustee Meeting Minutes

The minutes of the Trustee meetings shall be promptly shared with all members of the club.

1.3.4 Club Chaplain

The Club Chaplain shall be invited to all Trustee meetings. The minutes of the Trustee Meetings shall be sent to the Club Chaplain..

1.4 TRUSTEES POLICY AND PROCEDURES

1.4.1 Policy Development and Maintenance

1. The Club Trustees are responsible for developing and approving all policies. Duly formed club will establish internal policies and procedures as long as these are in harmony with Council Bylaws, Policies and Procedures.
2. All Club Committees will submit a multi-year plan that outlines the Committees goals and objectives for immediate, intermediate and long range programs and activities based on the goals and objectives of the Club. These plans will be reviewed by the officer in charge of the committee and submitted to the Executive Committee for approval.

1.4.2 Governance Role of Club Board of Trustees

1. The role and responsibilities of the Trustees are outlined in Article V, of the Club Bylaws. The President shall be responsible for this Committee.
2. The Trustees shall review and recommend board approval for changes needed to current Council policies, Bylaws and Constitution. The Trustees may also adopt interim policies to effectively achieve needed governance.
3. The Trustees shall approve procedural matters and activities found necessary for Council operation and governance.
4. Procedural guidelines should be provided to the club committee chairmen to ensure the Trustees are aware in advance of specific proposals or recommendations to be brought to the Trustees by various committees. All proposals and recommendations brought to the Trustees by the committee chairmen must include rationale for the proposal.

1.4.3 Spending Limitation on the Executive Committee

The Trustees will enforce spending and commitment authorities set by the Board of Trustees

1. Set the limits on authorizing a present or future expenditure of Club cash funds;
2. Obligate the Club to make payments for future favors, rentals, leases, materials, services or employments;
3. Are at the levels approved by the Club Board of Trustees.

1.4.4 Audit Committee

There shall be an Audit Committee consisting of five Serrans appointed by the president and confirmed by the Board of Trustees for staggered three year terms. The initial appointment shall be for shorter terms to create the desired staggered terms of office.

The Committee shall meet at least two times during the 12 month period beginning with the Annual Meeting of the Members. The Committee shall review and report to the Board on the appropriateness of the Corporation's accounting policies and procedures; review the scope of the audit to be conducted by independent certified public accountants; meet with management and independent certified public accountants team to review the annual audit and any discrepancies or improprieties discovered in the audit; review recent and prospective change in accounting principles; review the adequacy of internal controls, the reliability of financial reports, and information systems; report to the Board all important changes in the Corporation's procedures or accounting practices affecting financial results, instances of fraud, abuse, conflict of interest, and defects in the system of records or controls; counsel the chief executive officer in the selection of the independent certified public accountants.

1.4.5 Controversial or Political Activity

No Club Trustees or Serran may issue, or cause to be issued, positions, statements or activities not in harmony with the local Bishop and Catholic Church. Nor will any Club take a stand or engage in any political activity.

1.4.6 Mailing Lists

The mailing list of the club shall be used only for appropriate Serran purposes. There shall be no commercial use of the mailing list.

1.4.7 Name for Serra Use Only

The name and trademark of Serra International and the USA Council shall be held for the use of Serra International, the USA Council and chartered Serra Clubs only.

1.4.8 Authorization for use of Name and Seal

In protection of the trademark and copyright of Serra International, the phrase "Serra Club in Formation" may be used, but the seal shall not be attached for any clubs in formation.

1.4.9 Committee Internal Policies and Procedures

Each committee, based on the committee's long range plan, specific By Laws and national policy, will develop written policies and procedures. These policies and procedures will guide the committee chairman and its members and any internal sub-committee that might be formed. These guides will focus on and explain how the committee

will function and operate so that its members can effectively contribute to the mission of the committee and Club. The chairman will appoint a temporary chair in event of absence or health problems.

1.4.10 Budget Process

The Committee Chairman, after discussions with the Committee members will submit a proposed budget to the Club's President or the forthcoming year. The new budget request should reflect current budget expenses, projections and expenditures.

1.4.11 National Staff Support Services

The Committee Chairman should consider the expertise and availability of the Council staff to assist the Committee. Requests for staff support should be submitted timely and in writing to the Executive Director with a copy to the he officer in charge.

1.4.12 Committee Proposals for Changes to Existing Policies or for New Policies

When changes are proposed to existing club policy, or a proposal for a new club policy, the proposal or recommendation will provide a rationale for the change and list any references in the Club By Laws, or existing policy that supports or requires the change. The proposal should include the benefits or clarification to be gained by the change or new policy.

The Board Officer responsible for the committee will concur with the proposal before it is sent to the Executive Committee for consideration and approval.

1.5 FISCAL MATTERS

1.5.1 Signing of Checks

The signatory on the club accounts shall be the Treasurer. Alternative signatories are the Club President and the Club Past President.

1.5.2 Signing of Checks More than \$500.00

The Treasurer of the club shall be the proper party to sign for club checks or wire transfers up to \$500.00. All checks in excess of \$500.00 require two signatures, being any two of the following three persons:

1. The Treasurer
2. The President
3. The Club Past President.

1.5.3 Fund Raising Activities

Fund raising activities should primarily serve to produce additional revenues for the Club programs while increasing the awareness of Serra and USA Council. Fund Development revenue programs presented to Club that involve the use of the Serra name, logo, and organization shall be approved by the USA Council Board prior to the initiation of said programs.

1.5.4 Use of Funds Raised by Fund Raising Activities

All funds produced through the Club Fund Development efforts shall be directed to a specific program or activity. Initial priority shall be directed for vocational activity. As a 501 (c)(3) organization, the USA is required to honor donor specific contributions.

1.6 Publications of the Club

1.6.1 Club Newsletter

The club newsletter is the official publication of club and takes its editorial policy from the objectives of the Council: to foster and promote vocations to the ministerial priesthood of the Catholic Church as a particular vocation to **service** and to develop appreciation of the ministerial priesthood and of all consecrated religious in the Catholic Church; and to further Catholicism by encouraging its members, in fellowship, through education, to fulfill their Christian vocations to service. Articles in club newsletter help the club achieve those objectives.

1.6.2 Disclaimer

While the Club encourages open discussion and expression of ideas by its members, and in all of its publications, it is understood that the positions taken by individuals do not necessarily represent those of the Club.

1.7 CLUB CHAPLAIN

1.7.1 Club Chaplain

A Club Chaplain shall be appointed by the Diocesan Bishop and shall serve for a period of three years and may succeed himself.

1.7.2 Selection of the Episcopal Advisor

An ad-hoc committee shall be appointed by the Club President shall propose a nominee for Club Chaplain

1.7.3 Duties of the Club Chaplain

The duties of the Club Chaplain shall be advisory on Church and spiritual matters.

1.7.4 Expenses of the Club Chaplain

The annual budget of the club will provide funds to reimburse the Club Chaplain for out of pocket costs of travel, food and lodging to the meetings of the Council, both regular and special.

1.8 CLUB NOMINATING COMMITTEE

1.8.1 Committee Composition

A nominating committee appointed by the President shall make nominations for election of the principal Officers not less than one month prior to the election. This committee shall consist of at least three members and shall present its report at the last meeting of members before the election of new officers. It shall nominate one candidate for each of the principal offices. Further nominations may be made from the floor at the time of the election. Election shall be by secret ballot as to any office for which there is a contest. Each member present shall be entitled to one vote and the candidate who receives the largest number of those votes cast shall be elected. Nominees shall agree as a condition of nomination to attend the following District Leadership Conference.

1.8.2 Non Eligibility of Committee Members for Nomination.

1. Members of the Club Board cannot be a part of the selection process, nor may they campaign for any one person.
2. Nominating Committee members shall not be eligible for nomination as an officer or Board Member of the club.

1.8.3 Nominating Procedure and Confidentiality in Selection Process

1. The Club Nominating Committee Members shall not solicit nominees either directly or indirectly.
2. Candidates for Club offices will initially be interviewed on their willingness and ability to serve, on their commitment to perform the duties specified in the Position Description and their agreement to attend the Board Meetings during their time in office.
3. Each candidate will receive a position description detailing the responsibilities of office which the candidate is asked to undertake. Interview can be by phone or in person.
4. The names of candidates who agree to the duties and responsibilities will be submitted to the Chair with both positive and negative questions that may have arisen in the first interview. The Chair will then contact the candidate.
5. The Nominating Committee must concur on the slate of officers prior to submitting slate to the Secretary.
6. On or before December 15, the Club Nominating Committee shall propose one or more nominees for each open office for the next fiscal year. The proposed slate will be submitted to the Club Secretary.
7. The Secretary will prepare a ballot of the nominees from the Nominating Committee slate and mail the ballot to each club member prior to December 31.
8. All proceedings and discussion of the Nominating Committee shall be kept strictly confidential and shall not be discussed outside of the Nominating Committee.

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2.1 REGIONS

2.1.1 Regional Director not to hold District/Club offices

Regional Director will not concurrently hold District and/or local club officer position. Such concurrent positions will adversely affect the governance integrity and create organizational confusion and possible conflict.

2.1.2 Regional Director Expenses

The Club shall pay an annual contribution of \$2.00 be made by each Serran in the club to partially offset the out-of-pocket expense of the Regional Director while he or she is performing the duties of the office..

This contribution will cover out-of-pocket expenses directly related to regional activities. These funds will also be used by the Regional Director to offset costs and expenses related to Regional Fall Conventions and attendance at the Regional Directors and District Governors Planning Conferences.

2.1.3. Accountability of Contributions Received.

The Regional Director shall in June provide a written summary to all District Governors showing how the funds received were used. This will permit the Governors to explain to the clubs how their contributed funds were spent. In the event the Regional Director does not conduct a Regional Fall Convention and does not use any of the contributions to cover his or her out-of-pocket expenses, then the Director shall:

1. Transfer the funds to the incoming Regional director and,
2. Advise the District Governors that there will be no contributions for the following year.

3.1 DISTRICTS

3.1.1 Reporting Structure for Governors

Line of Authority: Serra International Board - USA Council - Regional Directors - Governors - Club.

3.1.2 District Governors Expenses

The club shall pay an annual contribution of \$3.00 be made by each Serran in the district to partially offset out-of-pocket expense while performing the duties of office.

This contribution will cover out-of-pocket expenses directly related to district activities. These funds will be used for out-of-pocket expenses related to conducting a District Fall Convention and to cover out-of-pocket expenses incurred by the Governor or Governor Elect in performance of District duties. Such travel will include visiting local clubs and attending Council development conferences for District Governors and Governors Elect, regional or district conventions and the Regional Directors and District Governors Planning Conferences.

3.1.3 Accountability of Contributions Received.

District Governors who receive contributions from each active Serran shall provide a written summary of how these funds were expended for District expenses and activities. This written summary shall be sent to each club President on or before June 1.

The remaining balance of any funds received from these contributions shall be transferred to the Incoming Governor. If the incoming governor does not plan to fund a Fall Conference and does not plan to use these funds in performing the duties of the Governor's office, then these funds will be held in escrow and the clubs informed that contributions for the Governor from the clubs will not be made this year.

These contributions are not to establish or enlarge an ongoing District Treasury.

4.1 CLUBS

4.1.1 Courtesies Extended to Board Members and District Governors

It is beneficial for any club to be visited by a Council Officer, Regional Director or District Governor and he or she should be extended the courtesies given an elected club official. Said Council member, Regional Director or District Governor shall be invited to all board meetings and accorded a voice in all proceedings.

4.1.2 Anniversary of Serra Clubs

The USA Council will honor clubs on their 1st, 10th, 25th and 50th anniversary with letters of congratulations from the Executive Director, President, Immediate Past President and President Elect.

4.1.3 Charter Night and Anniversary Celebrations

Members of the Council Board, in conjunction with the regional Director and District Governor, will be invited to attend club charter functions and anniversary celebrations.

4.1.4 Affiliation with Civic Organizations

Serra International groups shall not affiliate with other luncheon clubs, service clubs, or other groups of a non-Catholic nature.

4.1.5 Objectives and Externals

The principal purpose of Serra International is based upon the objectives as stated in its Constitution under Article II. No Serra Club in formation shall be allowed to make any additions to the existing two objectives. No member shall be required to do more than meet those objectives in order to fulfill his or her membership requirements. Each Serran is expected to fulfill attendance requirements as set by the Bylaws.

4.1.6 Club Presidents' Attendance at International Conventions

The Serra International Convention is an invaluable arena for educating members on Serra International programs for the year, current thinking in the areas of vocations, and exchange of ideas between clubs. Because this experience is so important to a club president in leading and directing club activities during the year, the Board of the USA Council strongly recommends that each club send its president as the delegate to the International Convention. The Board encourages clubs, where necessary, to allocate funds to assist the President in attending the International Convention.

4.1.7 Collaboration Between Club and Bishops

Each Serra Club should strengthen, promote and coordinate its vocation programs with local bishops' committees, vocation directors, parish communities, etc. Clubs will establish working relationships with the Diocesan Bishop and will obtain approval by the Bishop or Vocation Director of the overall plan for Vocation Programs and Internal Programs to be conducted in the year.

4.1.8 Parish Vocation Committees/Activities

The club leaders are encouraged to promote and assist in the establishment and functioning of vocation programs within parishes that fall in their geographic area.

5.1 MEMBERSHIP

5.1.1 Interpretation and Policy Statement Regarding Membership

Vowed religious, sisters and brothers, are not permitted to be members

The International Board has concluded that both the meaning and the purpose of the 1986 amendments were to constitute Serra as an organization of non-consecrated men and women working for the ministerial priesthood and for vowed men and women in religious life.

5.1.2 Honorary Memberships

There shall be no honorary memberships in Serra International, the Council, or Clubs.

5.1.3 Member Who Transfers to Area Served by Another Serra Club

A member of a Serra Club who transfers his or her business and domicile or a member of the military who is transferred to an area served by another Serra Club is urged to apply for membership in such other club. A letter of recommendation should be sought from his or her present club for submission to the club in the area of transfer. It is suggested that a copy of such letter be sent to the District Governor, and the club in the area of transfer be requested to give priority to the applicant. The applicant is a trained, dedicated Serran and should not be adversely affected by such a transfer.

5.1.4 Transfer of Local Membership

Every consideration shall be given to a former Serran who transfers into a new territorial district; however, that local club shall have the option of acceptance or rejection. In the event the former Serran is accepted into the new club, no new per capita tax or initiation fee shall be required by International, nor shall any initiation fee to the local club be demanded. Local dues for the current period and thereafter would be required to be paid by the transferring member, however.

5.1.5 Attendance of Spouse of Serrans at District, Regional, Super Weekend Meetings

Recognizing that spouses of Serrans from the beginning of Serra in 1935 have been an essential element in Serra operations and realizing that spouses may, by their own choice, choose not to be dues-paying members of Serra International, it continues to be a major policy of Serra to encourage spouses' presence at Serra meetings and activities.

5.1.6 Membership-At-Large - Removal of Club Charter

Whenever a charter of any club is revoked, any qualified active members of such club may be permitted to transfer to another club within the same or any nearby community, without regard to the territorial limits of the latter club. Where another club does not exist in the foregoing area, the Regional Director, after recommendation by the District Governor, may recommend that these members be designated as Members-at-Large.

Members-at-Large shall be under the immediate direction and supervision of the District Governor and shall pay dues, district and regional, and district and regional assessments as required by the Bylaws and Policies of the USA Council. Such members shall have all the rights and privileges of membership of Serra International.

5.1.7 Membership-at-Large - Former Members

Whenever an active member relocates to an area where no Serra Club exists, such a member may be entitled to be designated as a Member-at-Large. The Regional Director, after recommendation by the District Governor, may recommend that these members be designated as Members-at-Large.

Members-at-Large shall be under the immediate direction and supervision of the District Governor and shall pay dues, district and regional dues, and district and regional assessments as required by the Bylaws and Policies of the USA Council. Such members shall have all the rights and privileges of membership of Serra International.

5.1.8 Membership-at-Large - New Members

A person may be designated by the Regional Director as a Member-at-Large if the prospective member resides in an area where there is no Serra Club.

The District Governor of the District, or if no District exists, the District Governor of an adjacent District, will provide for the required education as prescribed by the USA Council of these members in the Objects and Purposes of Serra and will assist in forming a new club in the area.

Members-at-Large shall be under the immediate direction and supervision of the District Governor and shall pay dues, district and regional dues, and regional and district assessments as required by the Bylaws and Policies of the USA Council. Such members shall have all the rights and privileges of membership of Serra International.

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:

2. Prepare agenda with the assistance of the club secretary
3. Conducts each meeting according to suggested Serra procedures or club policies
4. Appoints all committee chairs with advice from the Board of Trustees
5. Serves as ex-officio member of all committees
6. Coordinates work of committees
7. Helps chairpersons identify and understand their responsibilities
8. Insures timely implementation of USA Council and Serra International Board action
9. Calls special meetings if necessary in accordance with Club's policies
10. Participates in District Council meetings and actions.
11. Effects working relationship with diocesan vocation leaders and organizations
12. Takes appropriate action on recommendations from the District Governors
13. Induct new officers at the first meeting following term of office
14. Attends and actively participates in the District Spring Leadership Planning Conference
15. Inducts new Club members and provides for new members orientation and training
16. Works with the nominating committee to recruit new board members
17. Periodically reviews board members roles and responsibilities to assist them in assignments and performance
18. Oversees creation and implementation of written Club policies and procedures
19. 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

USA Council of Serra International

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:

5. Attend all Club and Board of Trustee meetings
6. Serves on the Club Board of Trustees
7. At the request of the President serves on specific committees
8. In partnership with the President insures timely implementation of USA Council and Serra International Board action
9. Understands the President's responsibilities and performs these duties in the President's absence
10. Attends and actively participates at the Spring Leadership Planning Conference
11. Attend Regional and District Conventions as requested by the President
12. Provides advice to the current President when requested
13. Participates in budget preparation for the next fiscal year
14. Develops working relationship with diocesan vocation organizations
15. Identify potential Officers, chairs and committee members
16. 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

USA Council of Serra International

Position Description for the Club Immediate Past President

Position Title: Immediate Past President

Reports To: President and Club Board of Trustees

Position: Attends all Club, Committee and Board meetings and functions; assists, supports and consults upon request with the President and President Elect. At the request of the President, represents the President and the Club at designated meetings, conferences and conventions.

Principal Responsibilities:

5. Attend all Club and Board of Trustee meetings
6. Serves on the Club Board of Trustees
7. Insures that positions, statements, concerns presented or espoused at meetings, conferences and on programs corresponds to the position of the President and Clubs Board of Trustees
8. At the request of the President serves on specific committees
9. Attends and actively participates at the Spring Leadership Planning Conference
10. Provide advice to the current President when requested
11. 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 President
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

USA Council of Serra International

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:

5. Attend all Club and Board of Trustee meetings
6. Serve on the Club Board of Trustees
7. Serve as the Chairperson of the Vocations Committee
8. Assist and attends Regional and District Conventions as appropriate
9. Represents the Club vocation efforts with Bishop, Vocation Directors and other organizations involved in vocation ministry.
10. Establish comprehensive vocation programs for use by the club
11. Develop a long range plan for the Vocations Committee
12. Attend and actively participates at the Spring Leadership Planning Conferences
13. Assist the President Elect in the preparation of the budget.
14. Participate as vital part of the Club leadership
15. 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

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:

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

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:

3. Attend all Club and Board of Trustee meetings
4. Serve on the Club Board of Trustees
5. Serve as the Chairperson of the Communications Committee
6. Assist and attend Regional and District Conventions as appropriate
7. Establish comprehensive communication programs for use by the clubs
8. Develop a long range plan for the Communications Committee
9. Attend and actively participates in the Spring Leadership Planning Conference
10. Assists 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

USA Council of Serra International

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:

3. Attend all Club and Board of Trustee meetings
4. Serve on the Club Board of Trustees
5. Serve as the Chairperson of the Program Committee
6. Assist and attends Regional and District Conventions as appropriate
7. Become and remain aware of programs developed by the USA Council Program Committee
8. Develop effective programs for club use that contain the current teaching of the Bishops, encyclicals and episcopal statements
9. Develop a long range plan for the Program Committee
10. Attend and actively participates at the Spring Leadership Planning Conferences
11. Assists the President Elect in the preparation of the budget.
12. Participate as vital part of the Club leadership
13. Perform such other duties as may be assigned by the President and/or the Board of Trustees
14. 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

USA Council of Serra International

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:

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

USA Council of Serra International

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

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:

3. Attend all Club and Board meetings
4. Participates at the Spring Leadership Planning Conference and Fall Convention
5. Acquires understanding of Serra International and USAC Bylaws and Policy Manuals as they affect the club's Bylaws and Policy Manuals
6. Periodically reviews Club Bylaws and Policies in relationship to club operation and performance
7. Assumes a vital part of club leadership
8. Serves on one or more committees and evaluates effectiveness
9. 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

Position Description for the Club Chaplain

Position Title: Club Chaplain

Reports to: President

Position: Attend all Board Meetings. Provides communication linkage with the USA Council Episcopal Advisor. Periodically assesses the Club in the accomplishment of its mission and objective as related to the spiritual, vocational and ethical activities of the officers and committees. Communicates with Ordinary of the Diocese and the Diocesan Vocation Directors to strengthen and improve the relationships with the Club. When requested, represents the Club in meetings, conferences and/or conventions. In concert with the President and Club Trustees, provides guidance and suggestion to improve the Club's vocation activities. Attends training for the club Chaplains.

Principal Responsibilities:

3. Attends all Board meetings and Annual Serra International Conventions
4. Attends, when possible, Regional and district Convention
5. Provides suggestions and guidance to the Club furthering the Club's external relationship with other organizations involved in vocation ministry
6. Provides suggested initiative to implement USCCB vocation programs
7. Gives consultation and guidance to the Vice President of Vocations on specific programs and activities affecting local Serra Clubs.
8. Gives guidance to the Vice President of Programs in the use of effective programs that have been developed for club use that contain the current teaching of the Bishops, encyclicals and episcopal statements
9. Makes himself aware of the activities of all of the standing committees of the Club and provides spiritual oversight
10. Responds to requests from Club Officers for counsel and guidance in matters and relationships affecting the club

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 club officers and members

Desirable Knowledge, Skills and Abilities:

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

USA Council of Serra International

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