

USA Council of Serra International

Position Description for President of the Board

Position Title: President

Reports To: USA Council Board

Position: Presides at Annual Council Meeting, plans and presides at Council Board and Executive Committee meetings; appoints committee chairs and members, represents the Council at designated strategic conferences, conventions, and meetings. Promotes and assists in the development of all Council leadership; co-authors agenda for Board and Executive Committee meetings; directly supervises Executive Director's performance and evaluates the performance of Council Officers and designated committee chairs. Serves as the reviewer for performance evaluation of paid staff positions. Provides general overview of the work and overview of the work and activities of the Council. Maintains liaison and communication with Serra International, Serra International Foundation, other Serra International Councils and designated national and other organizations that affect or impact on the USA Council mission, goals and objectives. Performs such other duties that pertain to the Office of the President or as directed by the Board.

Principal Responsibilities:

- 1 Oversees board and executive committee meetings and facilitates board discussion
- 2 Serves as ex-officio member of all committees
- 3 In concert with the Executive Director and others, insures timely implementation of Board action
- 4 Calls special meetings if necessary in accordance with Council policies and procedures
- 5 Motivates board members and committee chairs in the timely execution of schedules, assignments and activities
- 6 Effects working relationship with national vocation leaders and organizations
- 7 Takes appropriate action on recommendations for the dismissal of District Governors and Club charter revocations
- 8 Represents the Council as spokesperson
- 9 Plans agenda for all meetings with the Executive Director and insures time frames
- 10 Appoints all committee chairs with advice from the Executive Director
- 11 Provides for new board members and committee chair orientation and training
- 12 Co-authors with the Executive Director the agenda for board meetings
- 13 Oversees searches for new Executive Director
- 14 Rates Executive Director's performance evaluation and appraisal according to Council policies and procedures
- 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 Council policies and procedures

Position Requirements:

- 1 Served as a Club President, District Governor and a member of the Council Board and an officer of the Council
- 2 Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
- 3 Thorough knowledge of the USA Council Constitution, By Laws, Polices

Position Description

Board President

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- 4 Knowledgeable of related church and religious leaders, groups and organizations
- 5 Knowledgeable of the Executive Director's duties and responsibilities
- 6 Knowledge of financial statements
- 7 Paid supervisory or managerial experience
- 8 Ability to work collaboratively with volunteers and paid staff
- 9 Ability to work collaboratively with personnel in an office or structured environment

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 Immediate Past President of the Board

Position Title: Immediate Past President

Reports To: President and USA Council Board

Position: Attends all Board and Committee meetings and functions as designated by the President and the Board; assists, supports and consults upon request with the President and President Elect. At the request of the President, represents the President and the Council at designated meetings, conferences and conventions. Serves as the reviewer of the Executive Director's performance evaluation and appraisal. Serves as the Council's representative on the Board of Serra International.

Principal Responsibilities:

1. Attend all board meetings
2. Serves on the Executive and Finance Committees
3. Insures that positions, statements, concerns presented or espoused at meetings, conferences and on programs corresponds to the position of the President and Board
4. Performs the role of reviewer of the Executive Director's performance and appraisal in accordance with Council policies and procedures.
5. At the request of the President serves on specific committees
6. Provide advice to the current President when requested
7. Perform such other duties as may be assigned by the President and Board

Position Requirements:

1. Paid supervisory or managerial experience
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. Have served as a Club President; District Governor and a minimum of two Council Board positions
6. Knowledgeable of the Executive Director's duties and responsibilities
7. Knowledge of financial statements
8. Ability to work collaboratively with volunteers and paid staff
9. Ability to work collaboratively with personnel in an office or structured environment

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 President Elect of the Board

Position Title: President Elect

Reports To: President and USA Council Board

Position: Attends and participates in all board and committee meetings and functions, serve as the liaison between the Long Range Planning Committee & Board, serve as an active member of the Finance, Executive and Compensation Committees
Represents the President at designated meetings and conferences and conventions
Participates in the evaluation process of the Executive Director, Council Officers and designated chairs Shall perform such duties as may be assigned to him by the President and/or Board

Principal Responsibilities:

- 1 Attend all Board and committee meeting and functions
- 2 Oversee Long Range Planning Committee meetings
- 3 Serve as ex-officio member of all committees
- 4 In partnership with the President insures implementation of board actions
- 5 Attend the annual International Convention
- 6 Attend Regional and District Conventions as requested by the President
- 7 Participates where indicated in Regional Director/District Governor Planning Conferences, Seminars, and other sessions
- 8 Participates in budget preparation for the next fiscal year
- 9 Establish a working relationship with USA Council staff
- 10 Develops working relationship with vocation and church organizations
- 11 Identify potential Officers, chairs and committee members

Position Requirements:

- 1 Paid supervisory or managerial experience
- 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 Have served as a Club President, District Governor and a minimum of two Council Board positions
- 6 Knowledgeable of the Executive Director's duties and responsibilities
- 7 Knowledge of financial statements
- 8 Ability to work collaboratively with volunteers and paid staff
- 9 Ability to work collaboratively with personnel in an office or structured environment

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. September 1, 2004

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USA Council of Serra International

Position Description for Secretary of the Board

Position Title: Secretary

Reports To: President

Position: Attend all Board and Committee meetings and functions; serves as the liaison or chair of the By Laws Committee; serves as an active member of the Finance and Executive Committees Responsible for recording all proceedings at meetings of the Board and Executive Committee as well as any national meetings and is responsible for all elections of officer and Regional Directors Responsible for mailing of all necessary meeting notices

Principal Responsibilities:

- 1 Attend all board meetings
- 2 Serve on the Executive and Finance Committees
- 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 board president, president-elect, and vice presidents
- 6 Provide notice of meetings of the board and/or of a committee when such notice is required
- 7 Administer the election process of Officers and Regional Directors
- 8 Act as the liaison or chair of the By Laws Committee with the Board and Executive Committee
- 9 Maintain the By Laws, Amendments and Policy Manual for the USA Council
- 10 Prepare and timely file amendments to the Serra International By Laws with the Secretary of Serra International

Position Requirements:

- 1 Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
- 2 Have been a Club President, District Governor and USA Council Board Member
- 3 Knowledge of financial statements
- 4 Ability to work collaboratively with volunteers and paid staff

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 Treasurer of the Board

Position Title: Treasurer

Reports To: President

Position: Attend all Board and Committee meetings and functions, serves as the Chairperson of the Finance and Compensation Committees; serves as an active member of the Executive and Audit Committees. 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 board meetings
- 2 Serve on the Executive and Audit Committees
- 3 Serve as financial officer of the organization and as chairperson of the Finance Committee
- 4 Serve as the chairperson of the Compensation Committee
- 5 Knowledge of the organization and personal commitment to its goals and objectives
- 6 Understand financial accounting for nonprofit organizations
- 7 Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- 8 Work with the Executive Director and the Finance Manager to ensure that appropriate financial reports are made available on a timely basis
- 9 Responsible for the collection of all club dues, payment of all bills and maintains all accounts in accordance with GAAP
- 10 Assists the President-Elect and the Executive Director in preparing the annual budget and presenting the budget to the board for approval
- 11 Review the annual audit and answer board members' questions about the audit.
- 12 Perform such other duties as ordinarily pertain to the office of Treasurer
- 13 Perform such other duties as may be assigned by the President of the USA Council.

Position Requirements:

- 1 Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
- 2 Have been a Club President, District Governor and USA Council Board Member
- 3 Knowledge of financial accounting for not for profits; GAAP for not for profits
- 4 Ability to work collaboratively with volunteers and paid staff

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 Vocations

Position Title: Vice President of Vocations

Reports To: President

Position: Attend all Board and Committee meetings and functions, serves as an active member of the Executive, Finance and Relationship Committees, is responsible for the operations of Vocations Committee, establishes comprehensive vocation programs for USA Council and clubs

Principal Responsibilities:

- 1 Attend all Board meetings
- 2 Serves on the Executive, Finance and Relationship Committees
- 3 Oversees the operations of the Vocations Committee
- 4 Serves as member of the Vocations Committee
- 5 Assists and attends Regional and District Conventions as appropriate
- 6 Represents USA Council vocation efforts with Bishop, Vocation Directors and other organizations involved in vocation ministry.
- 7 Establish comprehensive vocation programs for use by the clubs
- 8 Develops a long range plan for the Vocations Committee
- 9 Collaborate with the USCCB, Bishops' Vocation Committee and other US Vocation organizations
- 10 Assists the President Elect in the preparation of the budget
- 11 Participate as vital part of the Board leadership
- 12 Perform such other duties as may be assigned by the President of the USA Council

Position Requirements:

- 1 Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
- 2 Have been a Club President, District Governor and USA Council Board Member
- 3 Be knowledgeable of the requirements of vocation ministry
- 4 Establish, along with, the Executive Director and the Relationships Committee and working relationship with other national vocation organizations
- 5 Knowledge of financial statements
- 6 Ability to work collaboratively with volunteers and paid staff

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 Board and Committee meetings and functions, serves as an active member of the Executive, and Finance Committees, is responsible for the Membership Committee of the USA Council; formulate plans and develops programs that help the clubs increase membership, develop plans to form new Serra Clubs and expand Serra to new dioceses and where Serra is under represented

Principal Responsibilities:

- 1 Attend all Board meetings
- 2 Serves on the Executive and Finance Committees
- 3 Serves as a member of the Membership Committee
- 4 Attends Regional and District Conventions as appropriate
- 5 Develops effective programs for club use to increase club membership
- 6 Develop effective programs to expand Serra to new dioceses and where under represented
- 7 Maintain contact and a working relationship with the Membership Coordinator of the USA Council
- 8 Develop a long range plan for the Membership Committee
- 9 Assists the President Elect in the preparation of the budget
- 10 Understand the responsibilities of the board president and able to perform these duties in the president's absence
- 11 Participate as vital part of the Board leadership
- 12 Perform such other duties as may be assigned by the President of the USA Council

Position Requirements:

- 1 Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
- 2 Have been a Club President; District Governor and USA Council Board Member
- 3 Knowledge of financial statements
- 4 Ability to work collaboratively with volunteers and paid staff

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 Programs

Position Title: Vice President of Programs

Reports To: President

Position: Attend all Board and Committee meetings and functions, serves as an active member of the Executive, and Finance Committees; is responsible for the operations of the Program Committee of the USA Council, formulate plans and develops programs that help the clubs and member Serrans become aware of the current teaching of the Bishops, encyclicals and episcopal statements

Principal Responsibilities.

- 1 Attend all Board meetings
- 2 Serves on the Executive and Finance Committees
- 3 Serves as a member of Program Committee
- 4 Assists and attends Regional and District Conventions as appropriate
- 5 Develop effective programs for club use that contain the current teaching of the Bishops, encyclicals and episcopal statements
- 6 Develop a long range plan for the Program Committee
- 7 Assists the President Elect in the preparation of the budget
- 8 Understand the responsibilities of the board president and able to perform these duties in the president's absence
- 9 Participate as vital part of the Board leadership
- 10 Perform such other duties as may be assigned by the President of the USA Council
- 11 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 Have been a Club President, District Governor and USA Council Board Member
- 3 Knowledge of financial statements
- 4 Ability to work collaboratively with volunteers and paid staff

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 Communications

Position Title: Vice President of Communications

Reports To: President

Position: Attend all Board and Committee meetings and functions, serves as an active member of the Executive and Finance Committees; is responsible for the operations of the Communications Committee of the USA Council, formulates plans and recommendations to the Board for the improvement of internal and external communications and public relations, implement the USA Council's communications with the clubs, districts and regions

Principal Responsibilities.

- 1 Attend all Board meetings
- 2 Serves on the Executive and Finance Committees
- 3 Serves as the member of the Communications Committee
- 4 Attend Regional and District Conventions as appropriate
- 5 Establish comprehensive communication programs for use by the Council and clubs
- 6 Maintain contact with the Communications Coordinator of the USA Council
- 7 Develop a long range plan for the Communications Committee
- 8 Assists the President Elect in the preparation of the budget
- 9 Understand the responsibilities of the Board president and able to perform these duties in the president's absence
- 10 Participate as vital part of the Board leadership
- 11 Perform such other duties as may be assigned by the President of the USA Council

Position Requirements.

- 1 Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
- 2 Have been a Club President, District Governor and USA Council Board member
- 3 Knowledge of financial statements
- 4 Ability to work collaboratively with volunteers and paid staff

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 Episcopal Advisor

Position Title: Episcopal Advisor

Reports To: President

Position: Attends all Board Meetings Provides communication linkage with the USA Council Episcopal Liaison for Canada, Episcopal Advisor of Serra International, and the Episcopal Advisors of other National Councils Periodically assesses the Council in the accomplishment of its mission and objective as related to the spiritual, vocational and ethical activities of the officers and committees of the USA Council Represents the USA Council on the NCCB Bishops Vocation Committee Communicates with Regional Bishops and Vocation Directors to strengthen and improve the relationships with the USA Council When requested, represents the Council in meetings, conferences and/or conventions In concert with the President, Executive Committee and Executive Administrator, provides guidance and suggestion to improve the Council's vocation activities Provide guidance and training to the club Chaplains

Principal Responsibilities.

- 1 Attends all Board meetings and Annual Serra International Conventions
- 2 Attends, when possible, Regional and district Convention
- 3 Provides suggestions and guidance to the Chairperson of the Relationships Committee in furthering the Committee's external relationship with other organizations involved in vocation ministry
- 4 Provides suggested initiative to implement NCCB vocation programs
- 5 Gives consultation and guidance to the Vice President of Vocations and Vocations Committee Chair on specific programs and activities affecting local Serra Clubs
- 6 Gives guidance to the Vice President of Programs in the development of effective programs for club use that contain the current teaching of the Bishops, encyclicals and episcopal statements
- 7 Makes himself aware of the activities of all of the standing committees of the USA Council and provides spiritual oversight
- 8 Responds to requests from Council Officer for counsel and guidance in matters and relationships affecting the Bishops of the United States and Canada
- 9 Offers specific assistance in the formation of the role of Chaplain in local Serra Clubs and provides necessary training
- 10 Submits reimbursement requests along with receipts for costs associated with the attendance at meetings, conferences and conventions

Position Requirements:

- 1 Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
- 2 Have at least one Serra Club within the Diocese/Archdiocese
- 3 Ability to work collaboratively with volunteers and paid staff

Desirable Knowledge, Skills and Abilities:

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

USA Council of Serra International

Position Description for Regional Coordinator

Position Title: Regional Coordinator

Reports To: President and USA Council Board

Position: This appointee (or elected Serran) is responsible for assisting, coordinating and managing the Regional Directors assigned to him/her. With the other Regional Coordinator(s), a consistent national approach to the USA Council activities is achieved in the clubs, districts and regions. A voting member of the USA Council Board, he/she participates in all board meetings and functions, serves as liaison between the President and the Board with the Regional Directors and Deputy Regional Directors. Periodically provides reports to the President and the Board on the status of Serra in his/her assigned regions. Identifies regional needs to the Board. Assists in the training and development of the Regional Directors. Along with the Regional Directors may represent the USA Council at meetings held within the regions. Performance is evaluated annually by the President.

Principal Responsibilities:

- 1 Attend all Board and committee meeting and functions
- 2 Maintains written and verbal communications with the Regional Director and Deputy Regional Director
- 3 Meets with the Regional Directors individually or as a group during Super Weekends, during the February/March District Governors Planning and Training Conferences, conventions and at other appropriate meetings
- 4 Assists the Regional Directors in learning their Regions while developing a coordinated approach or plan to their assignments prior to the September Super Weekend
- 5 Keeps the President and the USA Council Board informed of the status of the Regions, and the resources/activities needed to strengthen/assist in the Regions, Districts and clubs
- 6 Informs the Council Leadership Development Committee of the development needs, program and resources within the Regions
- 7 When appropriate, represents the Council at meetings, conferences and conventions held in the region
- 8 Assists the Regional Directors plan for the formal induction of the incoming District Governors who are not inducted at the International Convention
- 9 Utilizes all existing reports and data to assist and strengthen Regions, Districts and Clubs within the Region
- 10 Reviews Regional and District reports to determine status/needs of the USA Council operations. Develops a profile on each region, and prepares a consolidated report for the USA Council Board.
- 11 Attend the annual International Convention
- 12 Participates where indicated in Regional Director/District Governor Planning Conferences, Seminars, and other sessions
- 13 Participates in budget preparation for the next fiscal year
- 14 Establish a working relationship with USA Council staff
- 15 Identify potential Officers, chairs and committee members
- 16 Performs other duties as assigned by the President of the USA Council Board

Regional Coordinator

Position Description

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Position Requirements:

- 1 Prior service as a District Governor, Regional Director or USA Council President
- 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 Basic knowledge of Serra assets, organization and leadership with the assigned regions
- 5 Knowledgeable of related church and religious leaders, groups and organizations
- 6 Knowledgeable of the Executive Director's duties and responsibilities
- 7 Ability to work collaboratively with volunteers and paid staff

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 Regional Director

Position Title: Regional Director

Reports To: Regional Coordinator

Position: This elected position is for a two year term and may be re-elected for one consecutive term. Attends all Board meetings and functions; serves as an active member of the Board and on at least one standing committee; supplements the communications between the USAC Board and District Governors; assists the District Governor; prepares and submit periodic written reports and recommendations to the USAC Board, as specified and performs duties as requested by the Regional Coordinator The Director's primary responsibility is to provide Serra governance and assistance to the Region. The secondary responsibility is to serve on the National Council Board. May appoint Deputy Regional Directors to assist in the Regional governance plan. Care should be taken that the role of the Regional Director Elect is not adversely affected by Deputy appointments.

Principal Responsibilities:

1. Guides, assists and oversees the performance of the District Governors in the Region
2. Attends all USA Council Board meetings and participates as a voting member of the Board and participates as a vital part of the Board Leadership and serves on at least one standing committee
3. Represents the USA Council at meetings, conferences, conventions and chartering of new clubs within the the Region
4. Oversees an adjacent Region if that Region has less than 200 members and, at the direction of the Regional Coordinator, performs designated duties for the unrepresented region until the need no longer exists.
5. Establish and maintain contact with the Regional Bishop and Regional Vocation Collaborators
6. Provides timely reports as determined by the USA Council Board
7. Monitors and mentors the performance of any Regional Director Elect and appointed Deputy Regional Directors
8. Installs those District Governors who were not installed at the Annual USA Council meeting
9. Maintains continual communications with the District Governors and the Regional Coordinators
10. Reviews and monitors District and Club reports and insures that the Council has the names of Governor Elects and Club Officers
11. Has direct responsibility for the planning and implementation of the Regional and/or multi-District Fall Conventions. Has indirect responsibility and provides assistance to those District Governors who plan and conduct single Fall District Conventions.
12. Attends the Fall Regional and/or multi-District Fall Convention
13. Attends Regional Director/District Governor Training session each year while serving as a Regional Director
14. Annually accounts for receipt and disbursement of fees provided for Regional expenses
15. Performs such other duties as may be assigned by the Regional Coordinator

Position Requirements:

1. Thorough knowledge of Serra its Objects and Purposes and the USA Council and it Objectives and Purposes
2. Have been a Club President and either a District Governor, or on a national or international standing committee for two years and be a resident of the region that they will be representing.
3. Ability to work collaboratively with volunteers and paid staff
4. Is aware of the basic structures and Serrans in the Districts and Clubs within the region

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 Regional Director Elect

Position Title: Regional Director Elect

Reports To: Regional Director

Position: This elected position is for a one or two year term and assists in the governance of the Region. If the Regional Director is unable to complete the term of office, then the Regional Director Elect becomes the Regional Director for the unexpired term. This person then assumes his or her regular term as Regional Director. The Regional Director Elect attends and Board meetings and functions. Serves as an active member of at least one standing committee. Assists the Regional Director in his or her assigned duties.

Principal Responsibilities:

1. Maintains communication with and reports to the Regional Director.
2. Becomes familiar with the duties of the Regional Director
3. Performs the duties as assigned by the Regional Director
4. Attends Council Board Meetings
5. Assists in mentoring and monitoring activities of any appointed Deputies
6. Serves on at least one standing committee
7. Represents the USA Council at meetings, conferences, conventions and chartering of new clubs within the Region when assigned
8. As assigned installs District Governors
9. Maintains continual communications with the assigned District Governors
10. Provides timely reports to the Regional Director
11. Reviews and monitors the reports of the assigned District and Club reports and insures that the Regional Director is informed of Governor Elects and Club Officers
12. Assists the Regional Director in overseeing of the planning and conduct of the Regional and/or multi-District Fall Conventions.
13. Attends the Fall Regional and/or multi-District Fall Convention
14. As requested by the Regional Director establishes and maintains contact with the Regional Bishop and Regional Vocation Collaborators
15. Participate as a vital part of the Regional Leadership
16. Attends Regional Director/District Governor Training session each year while serving as a Regional Director Elect.
17. Performs such other duties as may be assigned by the Regional Director

Position Requirements:

1. Thorough knowledge of Serra its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Have been a Club President and either a District Governor, or on a national or international standing committee for two years and be a resident of the region that they will be representing.
3. Ability to work collaboratively with volunteers and paid staff
4. Obtains a working knowledge of structure and Serrans in Districts and Clubs

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 Deputy Regional Director

Position Title: Deputy Regional Director

Reports To: Regional Director and Regional Director Elect

Position: This appointed position by the Regional Director ends with the completion of the Regional Director's term. Deputy positions have no succession rights. Regional Deputies shall have no voting rights except those assigned, in the absence of Regional Director or Regional Director Elect, and in writing. The Regional Deputy will assist and supplement the Regional Director in the performance of the Regional Director's duties as assigned.

Principal Responsibilities:

1. Become familiar with the duties of the Regional Director
2. Maintains contact with the Regional Director
3. Performs the duties as assigned by the Regional Director
4. Attends Council Board Meetings
5. Serves on at least one standing committee
6. Represents the USA Council at meetings, conferences, conventions and chartering of new clubs within the Region when assigned
7. As assigned by the Regional Director installs District Governors
5. Maintains continual communications with the assigned District Governors
8. Provides timely reports to the Regional Director
9. Reviews and monitors the reports of the assigned District and Club reports and insures that the Regional Director is informed of Governor Elects and Club Officers
10. Assists the Regional Director in overseeing of the planning and conduct of the Regional and/or multi-District Fall Conventions. Has indirect responsibility and provides assistance to those assigned District Governors who plan and conduct single Fall District Conventions.
11. Attends the Fall Regional and/or multi-District Fall Convention
12. As requested by the Regional Director establishes and maintains contact with the Regional Bishop and Regional Vocation Collaborators
13. Participates as a vital part of the Regional Leadership
14. Attends Regional Director/District Governor Training session each year while serving as a Deputy Regional Director
15. Performs such other duties as may be assigned by the Regional Director

Position Requirements:

1. Thorough knowledge of Serra its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Have been a Club President and either a District Governor, or on a national or international standing committee for two years and be a resident of the region that they will be representing.
3. Ability to work collaboratively with volunteers and paid staff
4. As assigned, acquires a working knowledge of specific Districts and Clubs the Deputy is delegated to assist and serve.

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 District Governor

Position Title: District Governor

Reports To: Regional Director and District Council

Position: Promotes district wide membership growth; starts clubs within the district; attends charter nights for new clubs and anniversary nights for existing clubs; responsible for Incoming Presidents Seminar, planning Spring Leadership Planning Conferences, district council meetings and the fall district convention; visits each club within the district a least annually; communicates with the clubs in the district through personal contact, newsletters or phone calls; performs administration functions as assigned in the district; and assures that each club with the district is actively involved in vocation work and contributes to the spirituality of the club members.

Principal Responsibilities:

1. Maintains contact with Diocesan Bishop or Bishops and the vocation office/offices
2. Visits each club in the district at least annually to analyze strengths and weaknesses
3. Attends important club functions, including, club chartering, anniversaries and officer installation
4. Recommends clubs in the district for Serra International and USA Council awards
5. Encourages each club to contribute to Serra International Foundation
6. Ensures that each club has identified officers for the current fiscal year
7. Communicates with clubs in the district through personal visits, newsletters or phone calls
8. Maintains regular contact with the Regional Director and the USA Council office
9. Is primarily responsible for the SLPC, District Council meetings and the Fall District Convention
10. Identifies potential candidates for District Governor Elect, Regional Director, USA Council Board Officers, Serra International and Serra International Trustees
11. Promotes membership growth within the district
12. Starts or maintains clubs in formation and identifies future growth opportunities
13. Encourages attendance at the Serra International Annual Convention and ensures each club has a delegate or proxy
14. Assures that each club is active in vocation work and contributes to the spirituality of its members
15. Annually accounts for receipt and disbursement of fees provided for District Expense
16. Submits required reports to the Regional Director and USA Council Office
17. Supervises timely payment of per capita dues to the USA Council Office.

Position Requirements:

1. Be a member in good standing
2. Served as a Club Officer especially as a Club President
3. Have enough time to available to fulfill the responsibilities of the office
4. Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
5. Thorough knowledge of the USA Council Constitution, By Laws, Polices
6. Ability to work collaboratively with volunteers

Desirable Knowledge, Skills and Abilities:

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

Revised: February 2006

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USA Council of Serra International

Position Description for District Governor Elect

Position Title: District Governor Elect

Reports To: District Governor

Position: This elected position is for a one or two year term and assists in the governance of the District. If the Governor is unable to complete the term of office established by the District Council, then the Governor Elect becomes the Governor for the unexpired term. This person then assumes his/her regular term as Governor. The Governor Elect participates in visiting clubs, in training and development programs for club officers, club trustees and Serra Club members. Accepts assignments and activities from the Governor which promotes the development and strengthening of the District and its clubs.

Principal Responsibilities:

1. Maintains communication with the Governor and assists in the completion of the District Plan
2. Visits clubs designated by the Governor to determine needed support and assistance
3. Represents the Governor at Regional/District/Club meetings and functions
4. Accepts monitoring responsibilities as assigned for certain club reports, activities and programs and timely submission of Per Capita dues to the USA Council office and makes recommendations to the District Governor
5. Assists the Governor and assumes a major role in planning, conducting and instructing at the Incoming Club Presidents Seminar and the Spring Leadership Conference.
6. Provides input for a single District Fall Convention or a Fall Regional Convention.
7. Attends and participates in the District Council meetings as a voting member
8. Assists the clubs in membership growth and starting new clubs
9. Becomes aware of the clubs status in vocations, programs and communication efforts
10. As requested by the District Governor assists and guides the Deputy Governor
11. Attends the Serra International Convention and promotes Serran contributions to the Serra International Foundation
12. Attends the annual Planning and Training Conference for Regional Directors and District Governors
13. Develops relationships with club officers in preparation for assuming the role of the District Governor
14. Acquires knowledge of the status of Club Bylaws, Policy Manuals and other administrative tools that strengthen the clubs.

Position Requirements:

1. Be a member in good standing
2. Served as a Club Officer especially as a Club President
3. Have enough time to available to fulfill the responsibilities of the office
4. Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
5. Thorough knowledge of the USA Council Constitution, By Laws, Polices
6. Ability to work collaboratively with volunteers

Desirable Knowledge, Skills and Abilities:

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

Revised: September 12, 2006

C:\Council\Board Position Descriptions\District Governor Elect

USA Council of Serra International

Position Description for Deputy District Governor

Position Title: Deputy District Governor

Reports To: Governor or Governor Elect

Position Appointed by current Governor to assist in governance of the District. The term of office ends with conclusion of Governor's term. This non- elected position has no automatic succession rights and cannot vote on District Council matters. Deputies are usually assigned to a specific geographical area or to fulfill certain tasks or functions that assists clubs or the District. Care must be exercised that role of the Deputy does not conflict with the line authority of the Governor Elect or the efforts of the Immediate Past Governor.

Principle Responsibilities:

1. Visits designated clubs or club officers to address areas of need or assistance.
2. Participates in projects or activities that support the District objectives such as (but not limited to) membership, internal programs that support and encourage Serran spirituality, improved communications, effective club awareness and affirmation vocation programs.
3. Assist in administrative functions such as timely completion of club and District reports, clubs' timely payment of per capita dues to the Council office, Regional Director and Governor
4. Participates in the planning & conduct of District training and development programs including Incoming Club President's Seminar, the Spring Leadership Planning Conference and the District or Regional Fall Convention.
5. Performs other tasks as assigned by the Governor
6. Accepts role of team member in Office of Governor

Position Requirements:

1. Be a member in good standing
2. Served as a Club Officer, especially as a Club President
3. Have time to fulfill assignments and duties of the office
4. Acquires knowledge of Serra, its various Constitutions, bylaws, and polices
5. Ability to work collaboratively with volunteers

Desirable Knowledge, Skills and Abilities

1. Knowledge of current Catholic Church issues
2. Demonstrated ability to communicate clearly concisely; orally and in writing
3. Aware of planning, directing and monitoring skills.