

PROFILE SHEET OF LDCCW MEMBER

This profile sheet will be kept on file as a resource for the LDCCW.

Date: _____ Deanery Council: _____ Parish: _____

Name: _____ Phone: _____

Address: _____ Cell Phone: _____

City: _____ E-mail: _____

Offices and Chairmanships you have held

Parish Organization

PCCW ☐ President ☐ Vice-President ☐ Secretary ☐ Treasurer

PCCW Commissions ☐ Leadership ☐ Service ☐ Spirituality

Other (describe) ☐ President ☐ Vice-President ☐ Secretary ☐ Treasurer

Deanery

_____ ☐ President ☐ Vice-President ☐ Secretary ☐ Treasurer

Deanery Commissions ☐ Leadership ☐ Service ☐ Spirituality

LDCCW

_____ ☐ President ☐ Vice-President ☐ Secretary ☐ Treasurer

Diocesan Commissions ☐ Leadership ☐ Service ☐ Spirituality

Community Involvement

Would you be willing to serve as an elected LDCW officer? ____ Yes ____ No I would be intereted in serving as

☐ President ☐ President-Elect ☐ First Vice President ☐ Financial Secretary

☐ Recording Secretary ☐ Second Vice President ☐ Auditor

☐ Third Vice President ☐ Treasurer

Current/past work experiences

(see back for short description of duties)

Thank you for completing this profile sheet. God Bless you for your contributions and continuing answer to His call through your work in your Parish, Deanery and LDCCW.

PROFILE SHEET

The LDCCW PRESIDENT calls and presides at all meetings of the LDCCW (a minimum of 3 times a year. She appoints Commission chairmen, confers with the Spiritual Advisors and is on the Budget Committee, delegate to NCCW Convention.

The PRESIDENT-ELECT serves a two year term and takes over as President for the following two years. She acts as hostess at the registration desk at Board meetings, determines a quorum and verifies voting credentials, delegate to NCCW Convention.

The FIRST VICE PRESIDENT acts as General Chairman for the LDCCW Biennial Convention. She submits plans for the convention and is a member of the Audit Committee

The SECOND VICE PRESIDENT acts as Registration Chairman at the Biennial Convention and is a member of the Audit Committee

The THIRD VICE PRESIDENT assists the President in publishing and distributing the NewsNotes.

The TREASURER collects all monies and pays the bills of the Council as approved by the President. She is responsible for registration at meetings and is a member of the Budget Committee. Distribute financial reports at each meeting.

The FINANCIAL SECRETARY assists the Treasurer, reconciles Green Sheets with cancelled checks or bank statements and is a member of the Budget Committee.

The RECORDING SECRETARY records and reports minutes of all business conducted at the Board meetings and the Biennial Convention.

The AUDITOR heads the Audit Committee, engages a Certified Public Accountant to audit the books and presents a compilation report at the beginning of each new term. Member of the Budget Committee.

SPECIAL NOTE: There are many other areas in which members can help with the mission of the LDCCW. If you have a particular talent or area of interest, we need you and your unique skills and talents. Please make a note on the Profile Sheet of your interests, even if you do not wish to be an officer.

Profile Sheets allow us to contact the people we need to build the Council and provide the opportunity to grow as we meet and work with the more women. Please fill out the Profile sheet and return it to the name on the sheet or bring it to the next LDCCW meeting.