



**THE SERRA CLUB  
OF THE MONTEREY PENINSULA  
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# **Board of Trustees**

# **Position Descriptions**

## **Position Description: President**

**Position Title:** President

**Reports To:** Club 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 club and trustee 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 bylaws.

**Principal Responsibilities:**

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

**Position Requirements:**

1. Served as a club officer
2. Thorough knowledge of Serra and its constitution, bylaws, policies and procedure
3. Thorough knowledge of the USA Council constitution, bylaws, policies
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

## **Position Description: President-Elect**

<b>Position Title:</b>	President-Elect
<b>Reports To:</b>	President and Club Board of Trustees
<b>Position:</b>	Attends and participates in all club, trustee and committee meetings and functions as designated by the club president; assists, supports and consults upon request with the president and immediate past president. At the request of the president represents the president and the club at designated meetings, conferences and conventions. Presides at club and board of trustee meetings in the absence of the club president. Shall perform such duties as may be assigned to him by the president and/or board of trustees.

### **Principal Responsibilities:**

1. Attends all club and board of trustee meetings
2. Serves on the club board of trustees
3. At the request of the president serves on specific committees
4. In partnership with the president insures timely implementation of USA Council and Serra International Board action
5. Attends and actively participates at the Spring Leadership Planning Conference
6. Attends regional and district conventions as requested by the president
7. Provides advice to the current president when requested
8. Participates in budget preparation for the next fiscal year
9. Develops a working relationship with diocesan vocation organizations
10. Identifies potential officers, chairs and committee members
11. Performs such other duties as may be assigned by the president and board of trustees

### **Position Requirements:**

1. Thorough knowledge of Serra and its constitution, bylaws, policies and procedure
2. Thorough knowledge of the USA Council constitution, bylaws, policies
3. Knowledgeable of related church and religious leaders, groups and organizations
4. Have served as a club officer
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

## **Position Description: 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; serve as the chair of the club Program Committee; formulate plans and develops programs that help the clubs members become aware of the current teaching of the Bishops, encyclicals, and episcopal statements.

**Principal Responsibilities:**

1. Attend all club and board of trustee meetings
2. Serve on the club board of trustees
3. Serve as the chairperson of the Program Committee
4. Assist and attend regional and district conventions as appropriate
5. Become and remain aware of programs developed by the USA Council

**Program Committee**

1. Develop effective programs for club use that contain the current teaching of the bishops, encyclicals, and episcopal statements
2. Develop a long-range plan for the Program Committee
3. Attend and actively participate at the Spring Leadership Planning Conferences
4. Assist the President-Elect in the preparation of the budget.
5. Participate as vital part of the club leadership
6. Perform such other duties as may be assigned by the president and/or the board of trustees
7. Monitor and assess the impact of council programs provided for local club use

**Position Requirements:**

1. Thorough knowledge of Serra International and the USA Council and their 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
3. Knowledge of the principles of adult education.

## **Position Description: Vice President of Membership**

**Position Title:** Vice President of Membership

**Reports to:** President

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

**Principal Responsibilities:**

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

**Position Requirements:**

1. Thorough knowledge of the objectives and purposes of Serra and the USA Council
2. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

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

## **Position Description: Vice President for Vocations**

**Position Title:** Vice President of Vocations

**Report To:** Club 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. Implement the current goals and programs of the USA Council Vocations Committee.

**Principal Responsibilities:**

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

**Position Requirements:**

1. Thorough knowledge of the objectives and purposes of Serra and the USA Council
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.

## **Position Description: Vice President of Communications**

**Position Title:** Vice President of Communications

**Reports To:** President

**Principal Responsibilities:**

1. Attend all Club and Board of Trustees meetings
2. Serve on the Club Board of Trustees
3. Serve as the Chairperson of the Communications Committee
4. Identifies and invites members with communications skills or interest to serve on the Communications Committee
5. Formulates plans and makes recommendations to the Board of Trustees for the improvement of internal and external communications and public relations
6. Implements the USA Council's communications plan within the club and diocese.
7. Promote, assist and attend Regional and District Conferences as appropriate
8. Establish comprehensive communication programs for use by the clubs
9. Develop a long range plan for the Communications Committee
10. Attend and actively participates in the Spring Leadership Planning Conference
11. Assists the President Elect in the preparation of the budget (i.e., cost of production and distribution of club communications)
12. Understand the responsibilities of the board president and able to perform these duties in the president's absence
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

## **Position Description: 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

## **Position Description: 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 of bills and the preparation of periodic financial statements. Assists in the preparation of the annual budget.

**Principal Responsibilities:**

1. Attends all club and board of trustees meetings
2. Serves on the board of trustees
3. Serves as financial officer of the club
4. Collects all dues and fees from club members and remits to USA Council on a timely basis
5. Maintains accurate financial records of the club
6. Assists the president-elect in preparing the annual budget
7. Attends and actively participates at the Spring Leadership Planning Conferences
8. Participates as a vital part of the club leadership
9. Performs such other duties as ordinarily pertain to the office of treasurer
10. Performs such other duties as may be assigned by the president and/or the board of trustees.

**Position Requirements:**

1. Thorough knowledge of Serra and the USA Council's objectives and purposes
2. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

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

## **Position Description: Trustees**

**Position Title:** Club Trustees

**Reports To:** Club Membership

**Principal Responsibilities:**

1. Attend all club and Board of Trustees meetings
2. Serve on the Club Board of Trustees
3. Coordinate the long-range plan for the club
4. Prioritize club actions
5. Determine tasks and functions for the year
6. Establish the annual club budget
7. Fill office vacancies
8. Oversee election of the club's delegate to the annual convention
9. Prepare, adopt and amend club bylaws, amendments and Policy Manual
10. Suspend or expel a member according to established policy and procedures
11. Remove any officer or trustee from office according to established policy and procedures
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 Club membership

**Position Requirements:**

1. Thorough knowledge of the objectives and purposes of Serra International and the USA Council
2. Ability to work collaboratively with volunteers
3. The Immediate Past President serves as *ex-officio* Club Trustee.

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

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

## APPENDIX I

*Although technically not a member of the Board of Trustees, the position description for the Club Chaplain is included here for reference.*

### Position Description: Chaplain

**Title:** Club Chaplain

**Reports To:** Bishop of the local Diocese; Club President

**Position:** The Club Chaplain serves as the spiritual adviser to the Serra Club and is appointed by the local Bishop.

#### **Principal Responsibilities:**

##### **The Club Chaplain:**

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

#### **Position Requirements:**

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

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

Ability to communicate clearly and concisely orally and in writing

## APPENDIX II

### Summary of Position Descriptions

*The following will appear in the February 2018 Serra Club of the Monterey Peninsula Newsletter (n. 4).*

The Principal Officers that make up the Board of Trustees are as follows:

#### **President**

- Works closely with the four vice presidents, the secretary, treasurer, chaplain, and trustees to strategize, plan, promote, and coordinate the activities of the club.
- As the club's leader, ensures that both the goals of the club and the objectives of Serra International and USA Council are accomplished.

#### **President-Elect**

- Prepares for a smooth transition in the office of president and continuity in club programs.
- Assists current president by active participation in club planning and activities.
- Presides at club meetings in president's absence.

#### **Vice President for Programs**

- Chairs the club Programs Committee and presides at regular meetings in absence of both the president and president-elect.
- Carries out the third principle of Serra, namely, to assist its members to recognize and respond in their own lives to God's call to holiness in Jesus Christ and through the Holy Spirit.
- With the Programs Committee, plans, conducts and evaluates programs of adult faith education.
- Determines financial requirements of the programs.

#### **Vice President for Membership**

- Chairs the club Membership Committee.
- Coordinates and oversees all club membership efforts.
- Invites other club members to serve on this committee and as chairpersons of the following subcommittees:
  - Recruitment
  - Orientation
  - Induction
  - Extension
  - Retention
  - Mentoring
- Determines financial requirements of membership efforts

#### **Vice President for Vocations**

- Chairs the club Vocation Committee.
- Coordinates and oversees all club vocation efforts.
- Collaborates with the diocesan vocation office on programs.
- Promotes and encourages the formation of parish, diocesan and/or deanery church vocations committees.
- Determines financial requirements of vocation programs and activities.

**Vice President for Communications**

- Chairs the club Communications Committee.
- Coordinates and oversees all club communications efforts, including club newsletter and webpage, with the Communications Committee.
- Plans long-range for public relations with specific goals for the current year.
- Establishes contact with and keeps the local media informed of Serra events:
- Diocesan Catholic newspaper editor
- Religious editors of secular newspapers, broadcast personnel
- Keeps the *serraUSA* magazine informed of club events.
- Develops a cadre of club spokespersons.
- Determines financial requirements of communication efforts.

**Secretary**

- Notifies members of appointments to club committees and special assignments.
- Assists the club newsletter editor.
- Assists the president in preparing an agenda for each club meeting.
- Prepares and maintains a current roster of membership.
- Takes minutes of each meeting for the permanent file.
- Keeps accurate and permanent attendance records at all club meetings.
- Maintains the permanent club history.
- Authenticates, by signature, all records and documents.

**Treasurer**

- Maintains club financial records and disbursements.
- Reports financial status of club at each Board Meeting.
- Reports delinquent member status.
- Has accounts audited at close of fiscal year.
- Remits club dues to the USA Council of Serra International in timely manner.

**Immediate Past President**

- Provides advice and leadership to the Board of Trustees regarding past practices and other matters to assist the Board in governing the Club.
- Automatically fills the Immediate Past President position on the Board of Trustees, and is a trustee *ex officio* (Latin for "by right of office").

**Trustees**

- One to three trustees serve the club (this includes the Immediate Past President)
- Term of office: three years
- Knowledgeable and experienced Serran
- Monitors the programs of the club
- Evaluates the operation of the club related to bylaws and policies of Serra.