

Worldwide Board Job Descriptions and Expectations

Facilitator Note:

Before discernment begins, highlight the job descriptions and expectations for those positions that will be discerned.

Job Descriptions:

President of the Board: The president of the board plays important roles both internally and externally. Internally, the president provides a sense of leadership to the board including planning board meetings (teleconference and in-person). She maintains board training materials and makes sure the board is up-to-date on its training. The president is also the main liaison between MCCW –W and the AMS and keeps the lines of communication open between the two – making sure the board is aware of guidance from the AMS and that the AMS is aware of MCCW-W’s work. Especially important in her relationship with AMS is to be the liaison to the general counsel in order to ensure that all legal filings, banking documents, and other requirements are met each year. In order to facilitate this communication, the president needs to have excellent understanding of the work going on throughout the organization. Externally, the president represents MCCW-W at external or networking events, or designates a board member to do so in her absence. She will fulfill her duties while adhering to the annual budget and finance guidelines set forth by the director of financial stewardship and approved by the board.

Director of Forum: The director of forum oversees the planning of forum including identifying potential sites and speakers; proposing an agenda and budget, and implementing the board’s vision for the event. The director of forum also oversees the daily running of forum before, during, and after the event. The director of forum identifies needed committee members and selects women to fill those positions with input from the board. She chairs the forum committee, holding regular meetings with her team to ensure the smooth planning and execution of forum, and reports back to the board at regular intervals about forum. She will fulfill her duties while adhering to the annual budget and finance guidelines set forth by the director of financial stewardship and approved by the board.

Director of Communications: The director of communications tells MCCW-W’s story. She writes and oversees the implementation of a comprehensive strategic communications plan incorporating social media, email, website, and direct communications to clearly convey who MCCW-W is and what MCCW-W does. She manages the work of and relationship with the paid webmaster. She chairs the communications committee and identifies and selects members of the committee with input from the board. She works closely with the director of formation resources to implement a plan for distributing MCCW-W resources and with the director of financial stewardship to implement a plan for distributing information about giving opportunities. She will also assume the secretarial duties for MCCW including recording and submitting minutes, maintaining paper and digital files, and maintaining the board portal. She

will fulfill her duties while adhering to the annual budget and finance guidelines set forth by the director of financial stewardship and approved by the board.

Director of Finance: The director of finance proposes the annual budget. She works with the director of stewardship to set annual fundraising goals. She provides support to the director of regional coordinators on creating regional retreat budgets for approval by the board. She manages the work of and relationship with the paid bookkeeper or bookkeeping service. She chairs the finance committee and identifies and selects members of the committee with input from the board. She maintains all financial records and produces for the board regular financial statements. She ensures that the fiscal and reporting requirements of the AMS, IRS, and District of Columbia are met and keeps in contact with the AMS Chief Financial Officer and President. She will fulfill her duties while adhering to the annual budget and finance guidelines which she set forth for approval by the board.

Director of Stewardship: The director of stewardship oversees and manages a comprehensive stewardship program for MCCW to include online giving, targeted appeals, seasonal campaigns, designated offerings, direct mail, grant writing, and targeted new donor outreach cultivation. She oversees the implementation of the annual designated offering appeal and the annual direct mail giving campaign. She identifies and fosters new donors and ongoing donor relationships. She coordinates with other members of the board, including the Directors of Finance and Communications to identify the best tools for fundraising. She works with the director of finance to set annual fundraising goals for approval by the board. She implements and maintains a program of donor thanks to include gift acknowledgement letters (for tax purposes), personal thank you communications, and a donor database to track gifts. She communicates all giving activity to the director of communications for the purpose of public acknowledgement. She provides direction on all giving activities taking place at MCCW-W events. She works in partnership with the person overseeing Seminarian Support to clearly delineate MCCW giving and seminarian giving efforts. She coordinates with the Director of Finance to produce monthly, quarterly, or annual giving reports as needed. She chairs the stewardship committee and identifies and selects members of the committee with input from the board. She also works closely with the president to identify opportunities for external funding including grants, scholarships, and partnerships. She will fulfill her duties while adhering to the annual budget and finance guidelines which she set forth for approval by the board.

Director of Formation Resources: The director of resources develops a plan to offer resources, training, and education that fits with the mission of MCCW-W. She works closely with the director of communications to write a plan for disseminating those resources. She works with the president to develop and implement plans for capitalizing on external relationships for the benefit of MCCW-W individual members and chapel groups and for connecting MCCW-W individual members and chapel groups with external resources. She chairs the formation resources committee and identifies and selects members of the committee with input from the board. She will fulfill her duties while adhering to the annual budget and finance guidelines set out by the director of financial stewardship and approved by the board.

Director of Regional Coordinators: The director of regional coordinators is the main conduit of information between the board and the regional coordinators. She represents the RCs' ideas and points of view and keeps the board informed about progress and challenges at the regional level. She shares board directives, vision, initiatives, and deadlines with the RCs. She chairs the retreat planning committee and works with the RCs to plan and implement a centrally themed retreat in every region. While it is her responsibility to represent the RCs to the board, in voting matters she votes her conscience and is not a "proxy" vote for the RCs as a whole. It is highly recommended that she have been a regional coordinator or have regional experience, perhaps on a regional board. She will fulfill her duties while adhering to the annual budget and finance guidelines set out by the director of financial stewardship and approved by the board.

Directors At-Large (3): The role of the directors at large is based on the changing needs of MCCW-W. She may chair special committees or oversee special initiatives as directed by the board. In addition to any special projects taken on by these directors, responsibility for chairing the worldwide discernment, overseeing MCCW's philanthropy effort (seminarian support), mentorship of younger leaders, and outreach to special populations (for example – active duty, under-served branches) will be assigned to one of these directors. They will fulfill their duties while adhering to the annual budget and financial guidelines set out by the director of financial stewardship and approved by the board.

Board Expectations

General

- The board is made up of nine equal positions responsible for separate aspects of MCCW-W's programmatic or administrative work. As a body they also set the strategic vision for the organization.
- For voting purposes, each board member has one vote, except the president who votes only in case of a tie.
- The board meets at regular intervals via teleconference and in-person once annually to plan both the strategic and programmatic aspects of MCCW-W's work.
- The president and directors of regional coordinators, financial stewardship, forum, communications, and formation resources will be active-duty military or the female spouse of active duty military.
- The directors-at-large can come from any eligible group served by MCCW to include active duty, active duty dependents, retired dependents, guard, or reserve.
- Members of the board will be expected to attend monthly teleconference meetings and submit monthly reports on their work.

Travel

- All nine board members will be expected to attend the regional retreat in her region, the in-person board meetings, and forum.

- Any of the nine may also be called upon to attend other regional retreats to represent the worldwide organization.
- MCCW-W will send at least two board members to each retreat. Preference will be given to those who have to travel the shortest distance. All nine board members will be trained to lead regional discernment so that any of the board can equally share in that responsibility.

Cost

- A board member can expect to spend money on travel, food, lodging, and registration fees during her term. Though the specifics of her financial contribution may change on a yearly basis based on budget availability, for planning purposes a board member can expect to pay for the following:
 - For in-person board meetings, board members will be given a capped travel allowance, will have lodging covered, and will be responsible for their own food and incidental costs.
 - For the regional retreat in their region, board members will be expected to cover travel, lodging, food, incidentals, and registration.
 - For any additional regional retreats she is asked to attend, a board member will be given a capped travel allowance, will have lodging and retreat registration covered, and will pay for her own incidentals.
 - For forum, board members will be given a capped travel allowance, will have lodging covered, and will be expected to pay for her own registration fees, food and incidentals.
- Personal finance should not be the sole factor that keeps a woman from participating in discernment – MCCW make every effort to subsidize costs for qualified, dedicated board members as the budget allows. Please contact the discernment coordinator for more information about the financial commitment.