



REGIONAL BOARD POSITION DESCRIPTIONS

Programming Chair

- Assists the Regional Coordinator on scheduling and retreat planning and other regional events/programs
- Assists Regional Coordinator on selection of topics and speakers at the regional retreat
- Whenever possible, attends Site Location visits alongside the Regional Coordinator for site coordination
- Coordinate materials to be provided to retreatants, including, but not limited to, registration information, retreat programs, liturgy guides, and keepsakes.
- Ensures all speakers are endorsed by letters of good standing from their priest and provides packet of information to Regional Coordinator to provide to MCCW Worldwide Board for approval.
- Appoints a Hospitality Team and coordinates the team by ensuring that clergy and religious are speakers escorted and addressed the way they should be, shown to their rooms and walked thru entire site for personal welcome and tour of the retreat location, providing nametags, signs at the retreat center, a St. Jude Table, and Prayer Sisters.
- Appoints a Liturgy Team to make sure that Stations of the Cross, Rosary, Divine Mercy, Mothers' Prayers, Masses, and Reconciliation in English and Spanish are available for retreatants. The Liturgy Team should work with the Programming Chair and Retreat Coordinator and the priest overseeing the retreat to make sure that his expectations are met.
- Responsible for sending "Thank You" cards to speakers and coordinating speaker gifts are ready and available for Regional Coordinator to present.

Communications Coordinator

- Communicate with World Wide Registrar to set up and manage retreat and regional event registration websites.
- Use email, MCCW website, and social media to communicate with the region. Respond to messages received through social media promptly.
- Receive event registration information and provide regular registration updates to the Regional Coordinator and Programming Chair.
- Create advertisements such as flyers, videos, tweets, Facebook posts, and bulletin announcements that will promote excitement, interest, and participation in regional programs.
- Promote MCCW campaigns to the region, including the stewardship campaign, seminarian offering, and worldwide event information such as forum.
- Maintain and build a list of contacts within the region, to include priests, parish coordinators, mailing addresses, phone numbers, and emails. Provide this information to the MCCW Secretary and MCCW Stewardship Manager on at least a quarterly basis.

Regional Finance Manager

- In communication with the regional board and MCCW finance manager, creates the annual regional budget in June of each year.
- Maintains an accounting of regional funds and cross-checks her data with the MCCW Finance Manager.
- Submits purchase order requests and reimbursements through the Regional Coordinator to the MCCW Finance Manager.
- Collects all cash/checks/credit card payments during regional events (or delegates someone to do this task). Turn all funds/payment collected during regional events to the MCCW Finance Manager immediately after retreats. Funds may be collected from outstanding registration fees, donations to the seminarians or MCCW, merchandise, or other sources.
- Ensures that any funds received are counted and certified by at least two people.
- Keep records of all items sold from MCCW Retreat and give that information to Regional Coordinator who in turn will give it MCCW Worldwide record. (This task may be accomplished through appointing a merchandise point person for the region.)

Journey of Faith Liaison

- Educate women on the Journey of Faith program
- Work with the regional coordinator and chapel groups to plan MCCW Journey of Faith presentations at chapels. This includes identifying topics, speaking with the local priest for approval and expectation, coordinating funding, travel, and any purchase orders and reimbursements with the Regional Treasurer and Coordinator
- Contact chapel groups and military chapels to offer Journey of Faith. Provide any contact information obtained to the Communication Coordinator and Regional Coordinator and MCCW Stewardship Manager.
- Provide Journey of Faith training within the region
- Be the liaison between the region and the MCCW Journey of Faith Vice President.
- Help facilitate programs for Chapel group and regional retreats.