

Military Council of Catholic Women
Worldwide Board Job Descriptions and Expectations

Job Descriptions:

2024 Discernment Cycle>>

President of the Board (available for discernment April 2024): 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 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’s work. Especially important in her relationship with AMS is to be the liaison to the general counsel to ensure that all legal filings, banking documents, and other requirements are met each year. To facilitate this communication, the president needs to have an 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 as approved by the board.

Director of Forum (available for discernment April 2024): 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, holds 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 as approved by the board.

Director of Communications (available for discernment April 2024): The director of communications tells MCCW’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 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 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 as approved by the board.

Director of Stewardship (available for discernment April 2024): 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 board members, including the Directors of Finance and Communications to identify the best tools for fundraising. She works with the president 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 activities to the director of communications for the purpose of public acknowledgment. She provides direction on all giving activities taking place at MCCW events. She works in partnership with the person overseeing Vocations 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 as approved by the board.

Directors At Large for Vocations (available discernment April 2024): The role of the directors at large is based on the changing needs of MCCW. This at-large position perpetually focuses on vocational support but may chair special committees or oversee special initiatives as directed by the board. In addition to any special projects taken on, the Director at Large for Vocations oversees MCCW's philanthropy effort of supporting the AMS Co-Sponsored Seminarians. She does this through the administration of the adopt-a-seminarian program, coordinating fundraisers for the MCCW Co-Sponsored Seminarian Endowed Scholarship Fund, as well as events or programs like Prayers for Our Promised Priests. She will fulfill duties while adhering to the annual budget and finance guidelines as approved by the board.

2023 Discernment Cycle>>

Director of Finance (available for discernment April 2023 - special ONE-year term): The director of finance proposes the annual budget. She works with the president and 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 performs bookkeeping tasks. She chairs the finance and budget committees 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 as approved by the board.

Director of Formation (available for discernment April 2023 - special ONE-year term): The director of formation maintains MCCW's leadership and spiritual formation materials. She oversees the creation of event take-home resources and event prayer and reflection guides. She oversees the creation and execution of all content for ministry programs, virtual leadership training, or spiritual formation programs. She works with the director of communications to disseminate MCCW's leadership and spiritual formation materials. 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 as approved by the board.

Director of Regional Coordinators (available for discernment April 2023 - special ONE-year term): 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 as approved by the board.

Director at Large for Evangelization (available for discernment April 2023 - special ONE-year term): The role of the directors at large is based on the changing needs of MCCW. This at-large director focuses on evangelization efforts at the chapel level and serves as liaison with the AMS Office of Evangelization. She chairs the Evangelization Task Force or other special committees or initiatives as directed by the board. In addition to any special projects taken on by this director. She will fulfill her duties while adhering to the annual budget and finance guidelines as approved by the board.

Director at Large (available for discernment April 2023 - special ONE-year term): The role of the directors at large is based on the changing needs of MCCW. This position serves in a truly at-large role, able to support other board members, oversee special initiatives as directed by the board, and may be tasked with activities like mentorship of new leaders or outreach to special populations (for example – active duty or under-served branches). She will fulfill her duties while adhering to the annual budget and finance guidelines as approved by the board.

Board Expectations

General

- The board is made up of nine equal positions responsible for separate aspects of MCCW's programmatic or administrative work plus a non-voting President. As a body, these ten women 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's work.
- The president and directors of regional coordinators, finance, stewardship, forum, communications, and faith formation resources will be active-duty military or the female spouse of active-duty military.
- The three 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 board members will be expected to attend the regional retreat in her region, the in-person board meetings, and forum.
- Any may also be called upon to attend other regional retreats or official events to represent the worldwide organization.
- MCCW will send at least two board members to each retreat. Preference will be given to those who have to travel the shortest distance. All 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 (\$500), 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. If they are tapped to work the event in an official capacity they will have their retreat fee and lodging covered but will pay food, incidentals, and any travel over the cap.
 - 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 makes every effort to subsidize costs for qualified, dedicated board

members as the budget allows. We are currently offering retreat registration scholarships for qualified volunteers and waiving retreat registration for those volunteers working the event. Our goal is to implement a similar policy starting with Forum 2024. Please contact the MCCW president for more information about the financial commitment.

MCCW Regional Teams
Pacific, Asia, Europe, Northeast, Southeast, Central, Western
Job Descriptions and Expectations

Expectations

General

- The regional team members will participate in regularly scheduled teleconferences, or in-person, meetings (as the geographical location of the team allows).
- They will fulfill their duties while adhering to the annual budget and finance guidelines as approved by the board.

Travel

- The regional team members will be expected to attend their regional retreat.

Cost

- Regional volunteers can expect to spend some money on travel, food, and lodging during her term. Though the specifics of her financial contribution may change on a yearly basis based on budget availability, for planning purposes, a regional volunteer can expect to pay for the following:
 - For the regional retreat in their region, they will be given a capped travel allowance, will have lodging covered, and will be expected to pay for their own food and incidentals or amounts over the travel cap. Registration fees are waived for those working the event.

Personal finance should not be the sole factor that keeps a woman from participating in discernment – MCCW makes every effort to subsidize costs for qualified, dedicated regional coordinators as the budget allows. Please contact the MCCW president for more information about the financial commitment.

Regional Coordinator (available at each regional retreat)

Regional coordinators are discerned, but are not members of the MCCW board of directors. While MCCW actively encourages RCs to come from the active duty or dependent of active duty populations, these positions can also be filled by retired service members, retired dependents, guard, or reserve. Regional coordinators must live in the region they represent and should have a reasonable expectation that they will stay in that region for the duration of her term.

Duties include:

- Overseeing and ensuring communication with every chapel in their regions no less than twice annually, whether or not those chapels have active CWOCs
- Planning and implementing their regional retreats in conjunction with the regional team and according to the MCCW Retreat Planning Guide
- Leading and providing guidance to their regional teams and identifying and selecting additional members of their teams as necessary with guidance from the Director of Regional Coordinators
- Meeting, in-person or telephonically, with their regional teams no less than once a month to monitor progress and to share guidance from the Director of Regional Coordinators
- Implementing other activities, programs, or initiatives to strengthen their regions, with direction from the board

Regional Communications Coordinator (available at each regional retreat)

The MCCW Regional Communications Coordinator ensures that her region is informed of regional events, resources, and MCCW-Worldwide news through a combination of social media, email, and direct communication.

Duties include:

- Re-posting all relevant social media posts made by MCCW-Worldwide on her regional FB pages
- Creating posts relevant to her particular region regularly (no less than once a week) - these posts may deal with upcoming regional events, they may ask questions to encourage conversation, or they may be tied to the liturgical calendar
- Assisting the regional coordinator with all region-wide emails that need to be sent
- Assisting her region with phone calls to chapels in her region

For her regional retreat, the communications coordinator will:

- Compile info to be sent to the MCCW graphic designer for program and other printed materials
- Work with the worldwide registrar to set-up, manage, and track registrations for her regional retreat, specifically she will:
 - Check the registration site regularly to monitor the number of registrations and help promote registration
 - Be available to answer email inquiries about retreat-related questions from those who have registered and those potential registrants
 - Maintain a record of special dietary needs, food allergies, other special needs and any registration swaps/transfers, etc
- Send all communications about the retreat to registered attendees before the retreat
- Manage the check-in of retreat attendees during the retreat, with particular attention to any special needs of attendees

- **Regional Liturgist (available at each regional retreat)**

The MCCW Regional Liturgist implements activities to connect, unite, and inspire the women of her region in prayer throughout the year and plans and executes all liturgical services within the annual regional retreat.

Duties include:

- Planning and executing virtual or in-person prayer or devotions within her region on a regular basis or as requested by MCCW
- Assisting her region with phone calls and outreach to chapels in her region, including support for chapel discernments
- Providing content on a regular basis for regional social media and for MCCW Worldwide social media, as requested. Content may relate to world events, liturgical events, or region-specific Catholic information
- Serve as an active member of her regional team and retreat planning team

For her regional retreat, the regional liturgist will:

- Meet, in-person or telephonically, with the lead clergy member for the retreat to ensure liturgy is executed with reverence, efficiently and effectively
- Coordinate with the retreat site for all liturgical needs
- Coordinate with the regional coordinator for all liturgy-related music needs

The liturgical services requiring coordination may include morning prayers, Mother's Prayers, daily mass, adoration and reconciliation, Stations of the Cross, anointing of the sick, illuminated rosary and additional devotions and services included based upon the retreat theme.