



DCCW OFFICER POSITION INFORMATION FOR CANDIDATES

FIRST VICE-PRESIDENT/PRESIDENT ELECT MAIN DUTIES INCLUDE:

- Assist the President as required.
- Upon expiration of the term of the President, shall automatically succeed to the Presidency.
- In the absence of, or resignation, or death of the President, will serve in the place of the President.
- Serves as Convention Co-Chair, performing all duties described in the Convention Guidelines. This includes but is not limited to the full preparation and printing of the convention program book, including solicitation of advertising to subsidize printing of all DCCW convention material.

Eligibility: To be eligible for the office of First Vice President/President-Elect candidates must have successfully served as an affiliate or deanery president and served on the DCCW Board of Directors for a minimum of one two-year term of office. (*DCCW Bylaw Article XII, Section3A.*)

SECOND VICE PRESIDENT MAIN DUTIES INCLUDE:

- Shall serve as Chair of the Ways and Means Committee. This includes approved fundraising at board meetings as well as the complete organization and execution of the raffle and silent auction at the annual DCCW convention as described in the DCCW Convention Guidelines.
- Will assist the President as required.

Eligibility: To be eligible for the office of Second Vice President candidates must have served as an affiliate or deanery president and served on the DCCW Board of Directors for a minimum of one two-year term of office. (*DCCW Bylaw Article XII, Section3A.*)

DCCW SECRETARY MAIN DUTIES INCLUDE:

- Will keep the minutes of all DCCW Board Meetings and the DCCW Annual Convention.
- Will have charge of all papers and records pertaining to her office and keep a file of all meeting reports.
- Will compile and update the DCCW roster and forward changes to NCCW and DCCW Board of Directors
- Keep attendance at all meetings and verify quorum for the presiding officer.
- Shall assist the President as required

Eligibility: Candidates must be knowledgeable of duties incident to the office of secretary and have the skills necessary to successfully perform these responsibilities.

DCCW TREASURER MAIN DUTIES INCLUDE:

- The treasurer monitors the finances of DCCW including the writing of checks, deposits, maintaining and balancing all accounts, monthly reporting to the Diocesan Finance Office, and performs all duties as stated in the DCCW Bylaws and Standing Rules.
- The treasurer is Chair of the DCCW Finance Committee and oversees preparation and presentation of the annual budget.
- The treasurer must give detailed explanations of the financial statements to the DCCW Board of Directors at each board meeting.
- Shall assist the President as required.

Eligibility: The DCCW treasurer must be knowledgeable in basic accounting practices, including the preparation and presentation of budget and financial statements. Preferably candidates for the office of Treasurer will have held a treasurer's office on the deanery or parish level or served as treasurer on another non-profit organization's board or has equivalent work experience in the accounting field.