



DCCW 2018 CALL FOR NOMINATIONS

Nominations are Open!

For 90 years spiritual women of character, strength and dedication have served the Diocese of Salt Lake City Council of Catholic Women. The DCCW Nominating Committee is now looking for a few ladies who are willing to step out of the box and answer the call to DCCW leadership as we enter our 91st year. Working alongside DCCW President-Elect, Casey Pond, candidates are needed for the 2018-2020 positions of First Vice President/President-Elect, Second Vice President, Secretary, and Treasurer. If you (or someone you know) qualify for one of these offices, we ask for prayerful consideration in supporting our wonderful organization with your leadership skills and talents. Having the privilege to be an officer of the DCCW and thus serve Catholic women throughout the Diocese will bring you immeasurable rewards.

Attached is the **DCCW Officer Position Information for Candidates** form with a brief job description for each office and *eligibility* requirements. Please note these requirements include: candidates for the offices of First Vice President/President-Elect and Second Vice President must have served as an Affiliate or Deanery President as well as been on the DCCW Board for a minimum of one two-year term. Additionally, as an elected officer and member of the DCCW board, anyone who will be a Deanery President for the 2018-2020 term may not hold another elected position on the DCCW Board for the same term.

To be considered please submit the attached **Candidate Information Form** as directed or pass potential candidate names and contact information on to one of the Nominating Committee members listed below. The **Candidate Information Form** must be completed in full and sent to the DCCW Nominating Committee Chair, Bonnie Siegrist, **no later than April 1, 2018**. Email it to utahbonnie@comcast.net or mail to 2382 E. Aspen Hills Place, Sandy, UT 84092. This form will be reviewed by the Nominating Committee and submitted to voting members of the DCCW Board of Directors prior to voting at the April 27, 2018 Board meeting. Elected officers will be installed at the end of the DCCW Convention the weekend of April 28-29, 2018.

If you have any questions, please contact one of the Nominating Committee Members below:

Chair: Bonnie Siegrist, utahbonnie@comcast.net

Committee:

DCCW Rep: Angela Martinez, omartini25@comcast.net

Northern Deanery: Barbara Larsen, blarsen7@hotmail.com

Salt Lake Deanery: Jeanne Audiss, jaudiss1234@yahoo.com

Wasatch Deanery: Susan Porter, portersm57@gmail.com

Eastern Deanery: Michael O'Shea, msmichaeloshea@gmail.com

Southwest Deanery: Donna Dischbein, duck@netutah.com



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 XIV, Section 2A.*)

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 XIV, Section 2A*)

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 diocesan, deanery or parish level or served as treasurer on another non-profit organization's board or has equivalent work experience in the accounting field.



DCCW OFFICER CANDIDATE INFORMATION FORM

Due: April 1, 2018

Email: utahbonnie@comcast.net or

Mail to: Bonnie Siegrist, 2382 E. Aspen Hills Pl., Sandy, UT 84092

Nomination for the position:

_____ First VP/Pres. Elect _____ Second Vice President
_____ Secretary _____ Treasurer

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____

Cell or Alt. Phone (____) _____

Email Address: _____

Current Parish: _____

Briefly answer the three questions below:

1. *Please list how you have been involved on the parish level, deanery level and DCCW: committees you have served on, committees you have chaired, offices you have held and anything else you would like to share:*

2. *List other organization experience, employment, courses of study, etc. pertinent to this application.*

(see #3 on page 2)

3. *Please give a brief description about yourself: how you became involved with DCCW, reasons for seeking DCCW office, and why you*

THANK YOU FOR YOUR INTEREST IN SHARING YOUR TALENTS WITH THE DCCW. WE WILL CONTACT YOU SOON.

GOD BLESS,

THE DCCW NOMINATING COMMITTEE