



## 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.
- Attend all Board Meetings. Submit required reports for all Board Meetings and Aware Articles.
- 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 materials.

**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.

### **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.
- Attend all Board Meetings. Submit required reports for all Board Meetings and AWARE articles.
- 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 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, the appropriate Deanery President, AWARE Editor, and DCCW President.
- Keep attendance at all meetings and verify quorum for the presiding officer.
- Shall assist the President as required.
- Attend all Board Meetings. Submit required reports for all Board Meetings and AWARE articles
- Will send minutes of each meeting in the next "call to meeting" letter.

**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 AIN DUTIES INCLUDE:**

- Will be custodian of all money belonging to DCCW.
- Will pay all bills that have been approved by the Board.
- Will report and submit a written financial statement at each Board meeting.
- As Chair of the Finance Committee shall oversee preparation of the annual budget and present same to the Board of Directors for approval at the September Board meeting.
- Will prepare all records for presentation to the audit committee and attend the audit for questions.
- Shall follow-up with affiliate dues payments and advise president of any delinquencies.
- Will prepare a written annual financial statement to be submitted for the DCCW Annual Convention booklet.
- 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 a treasurer on another non-profit organization's board or has equivalent work experience in the accounting field.