

Vicariate Leadership Positions

An officer role in a vicariate Council of Catholic Women is a bit different than in a local group. There is greater geographical distance between officers leading to a greater reliance on phone and emails. MEV meeting locations vary so flexibility is important. There may be more new faces than you are used to in your local ladies' groups, but thanks to name tags you can still relax and enjoy their company. You will meet more Catholic women, hear about more Catholic events, help information flow down to the Parishes from the Belleville Council and send information back up to the council. You will be offering your talents and strengths to serve the vicariate, diocesan, and national organizational needs of Catholic women's groups.

If you have led committees at school, church, or your work, you already possess leadership qualities. In addition, the vicariate has bylaws and standing rules that provide guidance for the work of the council, and each officer turns over her materials from her turn. You will find you are NOT starting something new, just taking your turn to carry the torch for the team!

President: Requires a 4-year commitment (2 years as president elect, 2 years as president.)

Yearly obligations:

1. Attend 4 diocesan council meetings: 3rd Thursday of Feb, May, Aug, and Nov: 9-2pm.
2. Attend/assist with the yearly convention: 2nd Wed in October
3. Assist the host parish with coordination of the gathering for the Spring & Fall meetings. Prepare and lead the meeting portion.
4. Prepare and lead 1-2 vicariate executive board meetings. Prepare 2-4 correspondence.
5. Attend 2-4 local council meetings
6. Keep abreast of Catholic news via the Messenger, Nat. Catholic Women's Magazine, etc.
7. Non-meeting time commitment amounts to about 16-24 hours.

President-Elect: Requires a 4-year commitment (2 years as president elect, 2 as president.)

Yearly obligations:

1. Support the president: Keep abreast of council activities & be willing to assist/step-in as needed.
2. Attend 4 diocesan council meetings: 3rd Thursday of Feb, May, Aug, and Nov: 9-2pm.
3. Encouraged to attend the yearly convention: 2nd Wed in October
4. Attend/assist the host parish with coordination of the gathering for the Spring & Fall meetings / Support the president as she leads the meeting portion.
5. Attend 1-2 vicariate executive board meetings. Attending 1-2 local council meetings.
6. Keep abreast of Catholic news via the Messenger, Nat Catholic Women's Magazine, etc.
7. Non-meeting time commitment amounts to about 4 hours per year.

Secretary: Requires a 2-year commitment. Candidate must be able to type, use email, and have access to a printer/copier. Yearly obligations:

1. Attend and take minutes at the 3 vicariate meetings; typing them for distribution to the local councils and diocese.
2. Encouraged to attend the yearly diocesan convention.
3. Keep abreast of Catholic news via the Messenger, Nat Catholic women's Magazine, etc.
4. Non-meeting time commitment amounts to 8 - 12 hours per year.

Treasurer: Requires a 2-year commitment. Candidate must be comfortable working with numbers.
Yearly Obligations:

1. Review the council's bank statements upon receipt each month – verify accuracy.
2. Prepare a financial report for the MEV meeting 2 times per year, and process monies from those meetings.
3. Prepare and conduct bi-annual audit of any and all bank accounts.
4. Attend the MEV meetings and encouraged to attend the yearly diocesan convention.
5. Keep abreast of Catholic news via the Messenger, Nat Catholic women's Magazine, etc.
6. Non-meeting time commitment is a few minutes each month and one hour twice a year to prepare and make deposits and issue any needed disbursements.

Church Commission (Spirituality): Works to create a community that is educated and dynamic through experiences of faith formation, worship and prayer. This commission also serves as a conduit for helping councils focus on the spiritual aspects of our faith by promoting favorite devotionals, regional / diocesan retreats, days of reflection, etc. and if available providing support materials. Prepares the opening prayer for all meetings and possible MEVCCW events.

Respect Life Committee: Provides a connection to diocesan and national issues relating to respect for life. Creates awareness and educates about the issues and encourages members to participate with efforts to protect life from conception to natural death.

Service Commission: The work of this commission supports local and international communities. Twice a year, host parishes for the Metro-East Vicariate meetings choose a service project that can help their parish and local community. International communities are supported via the vicariate year-long Box of Joy program that culminates in October each year. The vicariate Box of Joy Program Chair is the designated leader for the Service Commission.

Nominating Committee: A Nominating Committee of three to five (3-5) members shall be elected by the members for a two-year term at the Fall Vicariate meeting in the odd number years. Candidates for the Nominating Committee should be active members of a local council. The Chair of the Nominating Committee will be elected from among the newly elected members at the first scheduled meeting of the committee following election.

Local Committee Member: Not ready for a vicariate leadership position, but have room in your life for something more ... feel it may be time to commit to more ... yearn to use your God-given talents to serve a greater purpose? Your local parish has room for you and can provide an excellent way to "test out the waters" and discover what inspires you! Need help connecting with a local group? Contact the Nominating Committee or any vicariate leader for assistance!