

## Duties of Ss Peter & Paul Antiochian Church Women's Group Officers

The four officers are a TEAM who work closely together. All the many duties required to run our Women's Group should be shared equally by the officers so that no one person is over-burdened or over-whelmed. Certain tasks absolutely need to be accomplished by someone, regardless of title:

- a) leading meetings
- b) setting an agenda
- c) writing up and distribution of minutes of meetings
- d) designing flyers
- e) informing parish women of activities
- f) being in touch with the Spiritual Advisor
- g) promoting spiritual enrichment activities
- h) maintaining charitable projects
- i) promoting/encouraging attendance at the Annual AOCWNA retreats
- j) keeping track of finances
- k) communicating with Parish Priest and the Church Secretary: upcoming events, calendar conflicts, bulletin notices, etc
- l) sending in Archdiocese annual dues or special project dues
- m) representing our Parish at Parish Life Conferences or Delegates Meetings
- n) have knowledge and a clear understanding of the Antiochian Women Handbook

### President

- Be responsible for taking the *lead* for Women's Group activities and at monthly meetings
- work in conjunction with our spiritual advisor

### Vice President

- Be responsible to *assist, support and share duties* with the President

### Treasurer

- Be responsible for *finances* (request monthly finance report from Church Secretary, inform her what the finance reports should portray, prepare report for meetings or give to Women's secretary to include in agenda; send the Church Secretary a written request to withdraw funds (see template); collect money at events and give to Church Secretary to deposit)

### Secretary

- Be responsible for *written communications* (take notes during meetings; type up agendas/minutes and send to members, keep member list, work with Church Secretary, etc)

1. All officers should meet 1 - 2 weeks before a monthly meeting to plan an agenda, plan projects, etc.
2. All officers should decide who will be responsible for which tasks at any given time. Keep in mind that each officer has specific skills and talents, some have more free time than others
3. All officers should participate in the meetings and activities
4. All officers should pray for each other and for the Antiochian Women
5. All officers should, by example, believe in and support the Diocese AOCWNA