



A. DUTIES OF ALL BOARD MEMBERS

1. Attend all Board Meetings. If unable to attend, inform the Board Secretary.
2. Keep circle members informed on all ACC activities and issues.
3. Support and attend all-Association activities and meetings as able.
4. Serve on a Board Committee. The ACC Board is a working board; all members are expected to assume responsibility for a needed position.
5. Contribute to the newsletter.
6. If chair of a committee, submit a written report at year's end to the ACC President for review and filing in the ACC office.
7. Search out and determine the feasibility of special fundraising projects to be sponsored each year by the entire Association.

B. DUTIES OF THE EXECUTIVE COMMITTEE

- PRESIDENT

1. Conduct Board meetings using Robert's Rules of Order.
2. Review the agenda prior to each meeting.
3. Supervise and review the performance of the Office Coordinator.
4. Represent the ACC at outside activities.
5. Appoint board members to fill vacancies.
6. Orient new board members.
7. Compose, sign, and mail tax letters acknowledging gifts/donations.
8. Attend committee meetings when requested or needed.
9. Update the annual ACC calendar.
10. Edit the ACC newsletter.
11. Acknowledge Board members at the June meeting, both those completing their terms and those newly appointed.

- FIRST VICE-PRESIDENT

- Take the place of the President whenever the President is unable to carry out the above duties.
2. Oversee designated committee activities as appointed by the President.
 3. Arrange the June luncheon/dinner in conjunction with the end-of-year June Board Meeting.
 - a. Choose date, location, and menu.
 - b. Consult the Board regarding arrangements.
 - c. Work with the ACC Office to email invitations that include retiring and incoming Board members.
 - d. Collect money for the meal and send to the ACC Office to be recorded and forwarded the Treasurer.
 - e. Submit all receipts to the Treasurer.
 4. Assume the position of President upon completion of the preceding President's term.

- **SECOND VICE-PRESIDENT**

1. Take the place of the President whenever the President and First Vice-President are unable to carry out the duties of President.
2. Chair the Nominating Committee.
3. Assist the President with orientation of new Board members.

- **SECRETARY**

1. Take role call at each meeting.
2. Record amendments in minutes and ensure that changes are made to by-laws.
3. Prepare minutes of all Board and general meetings: include the date, time, and place of the next meeting. Submit to the ACC Office Coordinator for distribution to Board members and circle chairs prior to the next Board meeting.

- **TREASURER**

1. Deposit all funds received.
2. Disburse funds as requested by the Board.
3. Report the income and disbursements at Board meetings.
4. Submit a complete financial report to the Association at the end of the fiscal year.
5. Attend any all-Association fundraising activity in the capacity of Treasurer when requested.
6. Prepare a proposed budget to present to the Board for approval.
7. Serve on the Funding Review Committee.

C. STANDING COMMITTEES

Each of the following requires a chair, to be appointed by the President. Chairs are responsible for recruiting the committee members they determine are needed.

- **FUNDING REVIEW**

1. Recruit members, including the ACC President and the ACC Treasurer.
2. Develop guidelines for prospective fund recipients.
3. Hold timely meetings to review requests submitted for ACC funding.
4. Recommend fund allocation to the ACC Board for approval.
5. Respond by letter in a timely manner to all requests for funding. The letter is to be signed by the ACC President and Funding Review chair.

- **MEMBERSHIP**

1. Provide leadership in recruitment of new members.
2. Help organize new ACC Circles.
3. Coordinate new member parties.
4. Follow-up with people who express interest in joining the ACC and assist them in connecting with a circle.
5. Provide materials for the new member packet and ensure it is sent to each new member.
6. Provide support to new circles. (cont.)
7. Promote knowledge of the ACC in parishes.

- **ADVOCACY**

1. Send a letter in the fall to all circles with advocacy information on how to get involved.
2. Coordinate advocacy efforts with the CCS Advocacy Coordinator.

- CHRISTMAS GIFTS FOR CHILDREN

1. Obtain gift requests from the CCS Program Contact.
2. With the ACC Office, contact circles in early fall. Determine if a circle will purchase gifts or donate money to the ACC Holiday Fund.
3. Send Holiday Fund money to the ACC Office for recording and from there, sent to the ACC Treasurer.
4. Purchase gifts and gift certificates based on Holiday Fund money.
5. Turn in purchases to the ACC Office Coordinator for distribution to the programs.
6. Submit receipts to the Treasurer.

- MEMORIAL CELEBRATION MASS

1. Secure a church, priest, and date for the event (traditionally in November).
2. Contact the ACC Office Coordinator to find out who will be honored. With Office assistance, contact those members' circles to see who would like to attend to represent member remembered.
3. Plan the liturgy, select the readings, assign readers, arrange for music and flowers, and plan the memorial candle-lighting during the Mass.
4. Work with the ACC Office to update and print the programs.
5. Arrange for brunch following Mass.
6. Work with the ACC Office on financial details, including collecting RSVPs and money from those attending the brunch, collecting and sending receipts to the Treasurer, and arranging for a check from the ACC for the priest.

- ENDOWMENT DEVELOPMENT (committee is being phased out)

1. Ensure that ACC Endowment Fund activities, including fundraisers and disbursements, adhere to the policies set for the fund.
2. Educate ACC members on the purpose of the Endowment Fund and market it to them to ensure member participation in growing the fund.
3. Provide for an Endowment Investment Committee to work with financial professionals to meet the investment policy objectives, measure and monitor disbursements, and communicate with the ACC Board.

- NOMINATING

1. Identify candidates for ACC Executive Committee members (President, First Vice President, Second Vice President, Treasurer, and Secretary).
2. Contact identified candidates to ascertain interest.
3. Present the names of viable candidates to the Board for voting purposes.

Note: This is the only ACC Committee that does not include the current ACC President as an ex officio member.

- MAILING

1. Assist in ACC bulk mailing activities, such as the ACC newsletter, the Christmas letter, and materials associated with all-Association events.
2. Transport items from the ACC office to facilities determined by the ACC for mailing purposes, and assist with labels and other addressing duties as needed.
3. Assist the ACC Office Coordinator in staying up-to-date on any Post Office changes to mailing procedures.

- CATHOLIC COMMUNITY SERVICES (CCS) PROGRAM CONTACT

1. Contact CCS about the Christmas Gift Program and forward requested gift lists to the ACC Office Coordinator to provide to the Christmas Program chair.
2. Inform the Board and ACC members (via the newsletter) about volunteer opportunities available in CCS programs and facilitate volunteer efforts as needed (for example, youth center holiday parties: make sure circles are aware of opportunities to help and assign them to specific locations).

- **HOSPITALITY**

1. Provide a sign-up sheet at the first Board meeting each fall for refreshments for all regular Board Meetings. Provide a copy to the ACC Office Coordinator. Remind those who've volunteered for refreshments prior to the meeting they have signed up for.
2. Submit a report of expenses to the ACC Treasurer for payment if needed.

- **ACC PROGRAM CONTACT**

1. Work with the ACC's CCS Program Contact to bring information and needs before the Board at regular meetings. (Consider attending a Board meeting in person.)
2. Act as an advocate for the program represented. Make sure the ACC's CCS Program Contact is informed of needs.
3. Assist with programs as needed (for example, youth center holiday parties).

- **HISTORIAN**

1. Compile a yearly file of board activities (for example, newsletters, meeting minutes, and financials, including endowment fund activity).
2. Compile a yearly summary file of "All Association" activities (for example, the Memorial Mass, Labor of Love, and the May Luncheon, and the every-other-year Celebrate the Children and Tour of Homes).
3. Periodically write a newsletter article about the history of ACC.

- **MAY LUNCHEON AND RAFFLE**

1. Choose and reserve the location.
2. Select the menu with approval of ACC Board.
3. Work with the ACC Office on reservations as needed.
4. Invite honored guests as requested by the President and/or Endowment Committee.
5. Plan and arrange decorations.
6. Map seating of circles.
7. Arrange for help with registration and to seat guests.

- **RAFFLE**

1. Establish guidelines for items to be submitted (for example, a minimum value per item or basket of items), and procure donations from each circle.
2. Print and distribute raffle tickets to sell to all circles.
3. Manage the raffle and record winning names.
4. If a winner is not present at the event, organize getting the winning item to them.
5. Determine location for central raffle sales and display of items at the luncheon.
6. Submit all money received to the ACC Office to be recorded and forwarded to the Treasurer.