

SUMMARY OF DUTIES OF DIOCESAN OFFICERS AND COORDINATORS

Diocesan President

- * Keep all the women in your Diocese together, informed, and working in peace and in an efficient manner.
- * Carry out the responsibilities of your office (as defined in the NAB and Diocesan Constitution & Bylaws) with the approval of your Diocesan Bishop and Diocesan Spiritual Advisor.
- * Update the list of chapters in your Diocese. Include the names/addresses/telephone numbers/email addresses of each Chapter President (your predecessor should have forwarded you this information). Make sure the list is **up-to-date**. Upon completion, forward it to your Diocesan Officers, Coordinators, Spiritual Advisor, and the NAB President.
- * Correspond **regularly** with the Chapter Presidents. When addressing the entire group, it is recommended you use **email**. When addressing individual chapters, please **call them!**
- * Arrange with the Chapter Presidents for you (or your Diocesan Officers or Coordinators) to visit and meet with the women of their parishes.
- * In September, send an "introductory" letter to the Diocesan Officers, Coordinators, Spiritual Advisor, and Chapter Presidents telling them a little bit about yourself ("cradle" or "convert," name of parish, job, family, etc.). Give an overview of what you would like to do over the next year.
In the same letter,
 - Provide a roster of your Diocesan Officers, Coordinators and Spiritual Advisor (the same one that you earlier sent to the NAB President & NAB Recording Secretary);
 - Provide a SUMMARY from the NAB President's correspondence;
 - Provide information regarding dues, NAB Project monies, etc. and deadlines (with the name and address of your Diocesan Treasurer). Checks should be made payable to your Diocese (or "Antiochian Women of the Diocese of ____"). In the "memo" portion, the chapter should list what the monies are to be used for (dues or Project).
- * **Attempt** to send at least a short email of encouragement and reminders to your Diocesan Officers and Coordinators every six weeks. Remind them of current (or upcoming) events, reminders about correspondence that they should be distributing to the Chapter Presidents, etc.
- * Confer with your Diocesan Officers and Coordinators on a **quarterly** basis. Use www.freeconferencecall.com for these group discussions (the NAB President will hold a quarterly conference call with all Diocesan Presidents).
- * Forward correspondence from the NAB to your Diocesan Officers, Coordinators, and Spiritual Advisor. Also, make sure your Diocesan Officers and Coordinators are distributing the NAB reports to each of the Chapter Presidents on a **timely** basis.
- * Send reminders about upcoming meetings or other special events (retreats, workshops, etc.). If you have a Fall/Spring Delegates Meeting, prepare for these events; also remind the Diocesan Officers and Coordinators to prepare reports to present at these gatherings.
- * Dues reminders should be sent out to all chapters in late October/early November (work with Diocesan Treasurer).
- * From late November through January, remind your Diocesan Officers, Coordinators, Spiritual Advisor, and Chapter Presidents about the upcoming NAB Mid-Winter meeting (you will receive registration information from the NAB President). Each Diocese is permitted to have six delegates plus their Diocesan Spiritual Advisor.

*In January, ask for reports from your Diocesan Officers and Coordinators so you can include summaries in your report at the NAB Mid-Winter Meeting (in 2016, this event will be held the FIRST weekend in March).

*In February work with your Diocesan Vice President/Project Coordinator and the Chapter Presidents to confirm that their churches received the materials for Antiochian Women's Month.

*March is ANTIOCHIAN WOMEN'S MONTH – correspond regularly with your Diocesan Officers, Coordinators, and Chapter Presidents! Encourage them to promote the Antiochian Women in their parishes.

*In April, work with your Diocesan Vice-President/Project Coordinator and Diocesan Treasurer to collect Project monies from each chapter. Speak to the Chapter Presidents (or Treasurers). It's not too late to pay their dues!

*In May, ask your Diocesan Officers and Coordinators to start preparing their reports for the Parish Life Conference. You should also be urging your Diocesan Officers, Coordinators, and Chapter Presidents to register and ATTEND the Antiochian Women's meeting and luncheon at the Parish Life Conference.

REMINDER: All written correspondence should be copied to the NAB President and NAB Recording Secretary, and others (see the "Guidelines for Correspondence").

The President attends & represents the Antiochian Women of her Diocese at the following:

All Diocesan gatherings.

NAB Mid-Winter Meeting (March 2016)

Diocesan Parish Life Conference (June)

NAB Summer Meeting or Archdiocese Convention (July)

Diocesan Vice-President/NAB Project Coordinator

*Fill in for the Diocesan President when she cannot participate in assigned activities or perform her duties.

*Assist the Diocesan President in any duties that she assigns to you.

*Your MAJOR responsibility is the annual Project for the NAB Antiochian Women. Correspond with the Diocesan Officers, Coordinators, and Spiritual Advisor to inform them of the Project. Forward any correspondence from the NAB Vice-President/Project Coordinator to the Diocesan Officers, Coordinators, Spiritual Advisor, and Chapter Presidents.

*Suggest or gather ideas on how to raise Project funds in each chapter.

*Make telephone calls or correspond with Chapter Presidents or parish priests about the NAB Project.

*Work with your Diocesan Treasurer in setting a deadline for submission of Project monies (the NAB Treasurer's deadline is May 15).

*In September, forward the NAB Project Poster (via the NAB Vice President/Project Coordinator) to all Diocesan Officers, Coordinators, Spiritual Advisor, and Chapter Presidents, with a cover letter explaining the Project. Include the deadline for Project monies, as well as the name and address of the Diocesan Treasurer.

*In February, contact the Chapter Presidents to confirm that their churches received the materials for Antiochian Women's Month in March.

*Be responsible for presenting your report at Diocesan meetings and provide updates to the Diocesan President.

REMINDER: All written correspondence should be copied to the Diocesan President, Diocesan Spiritual Advisor, NAB President, NAB Vice-President/Project Coordinator, and NAB Recording Secretary, among others (see the "Guidelines for Correspondence").

Diocesan Recording Secretary

*Be responsible for taking minutes of all Diocesan Antiochian Women meetings (Fall/Spring Gathering and Parish Life Conference).

*Take the roll call at each Diocesan meeting of the Antiochian Women.

*After transcribing the minutes, forward them to the Diocesan Officers, Coordinators, and Spiritual Advisor and be prepared to present the minutes at the next regularly-scheduled Diocesan meeting of the Antiochian Women.

*In conjunction with the Diocesan President, maintain a roster/contact information of all Diocesan Officers, Coordinators and chapters within your Diocese (include name, address, phone numbers, and email address).

*Maintain a binder, file, or other organized structure containing the minutes and reports submitted at each Diocesan Antiochian Women's meeting. Also include any correspondence received from the Diocesan President.

Diocesan Treasurer

*In September, send a letter to Chapter Presidents explaining their financial responsibilities (coordinate with the Diocesan President).

*Maintain an understanding of the Diocesan Operating Account, and send invoices to Chapter Presidents (or Treasurers) at appropriate times throughout the year.

*Obtain the names and contact information of each Chapter Treasurer who is responsible for writing the checks for their Antiochian Women's account (work with the Diocesan President, and Chapter President).

*Work with the Diocesan President to establish a deadline for chapter dues payments (a portion of which must be submitted to the NAB by November 15). Obtain an accurate list of parishes and missions.

Send an invoice and reminder email in September.

If no response, send another invoice and email on or before October 15.

If still no response, contact the Chapter President or parish priest.

Describe the needs for dues (budget, activities, charitable contributions) to each parish.

*In December, send invoices to collect Project monies (work with the Diocesan President to set a due date – monies are to be sent to the NAB by May 15). Follow the same instructions as with the dues.

*In late May/early June, correspond with parishes who have not paid dues or Project monies. Remind them that checks must be sent to the Diocesan Treasurer before the Parish Life Conference.

*Present your Diocesan Treasurer's report at all meetings of the Diocesan Antiochian Women (including the Parish Life Conference).

*Participate in the planning of a budget for the upcoming year, and present the budget at the Antiochian Women's meeting at the Parish Life Conference.

*Forward all appropriate correspondence from the NAB Treasurer to the Chapter Presidents and Treasurers.

REMINDER: All written correspondence – and reports – should be copied to the Diocesan President, Diocesan Spiritual Advisor, NAB President, and NAB Treasurer, among others (see the "Guidelines for Correspondence").

Diocesan Public Relations Coordinator

*Send bi-monthly communications to your Chapter Presidents as a means of keeping the parishes and missions connected; highlight different chapters throughout the Diocese.

*Forward the NAB's newsletter, DIAKONIA, to your Chapter Presidents, and direct them to distribute copies to the women in their parishes.

- *When requested by the NAB PR Coordinator, collect information on your Diocese for publication in DIAKONIA.
- *Maintain a presence for the Antiochian Women on the Diocesan website. Also, create and maintain a Facebook page for the Diocesan Antiochian Women.
- *Ask for feedback from the chapters.
- *Present your reports at Diocesan Antiochian Women meetings and the Parish Life Conference.
- *Forward copies of all correspondence from the NAB PR Coordinator to the Chapter Presidents.

Diocesan Religious Coordinator

- *Forward materials regarding spiritual enrichment, especially preceding major feasts of the church, important events in the Archdiocese, women saints' days, etc. Suggest appropriate spiritual activities, and promote and encourage participation in the local chapters.
- *Ask for feedback from the chapters.
- *Present your reports at Diocesan Antiochian Women meetings and the Parish Life Conference.
- *Forward correspondence and materials from the NAB Religious Coordinator to each Chapter President.

Diocesan Humanitarian Coordinator

- *Promote and encourage participation in locally identified outreach/humanitarian projects and programs.
- *Promote and encourage chapter participation in NAB humanitarian projects.
- *Ask for feedback from the chapters.
- *Present your reports at Diocesan Antiochian Women meetings and the Parish Life Conference.
- *Forward correspondence from the NAB Humanitarian Coordinator to each Chapter President.

Diocesan Membership Coordinator

- *Print out, read, and implement the NAB *Membership Handbook* (found at www.antiochian.org under the "Antiochian Women" tab – "Information and Resources"). Encourage Chapter Presidents to do the same.
- *Create and implement programs aimed at growing the membership in the Diocese and chapters.
- *Suggest events and activities to increase the membership of all age groups (especially with young women – 18 years of age or older) in the chapters.
- *Remind the women that "EVERY woman is an Antiochian Woman."
- *Ask for feedback from the chapters.
- *Forward all correspondence from the NAB Membership Coordinator to each Chapter President.

Revised and updated on August 15, 2015 (from the original version created by Dorothy Tampery, Immediate Past President of the Diocese of Miami and the Southeast).