

Catholic Campus Ministry at Old Dominion University
Leadership Team

Vice President

Description:

The Vice President assists both staff and the President in service to the CCM community. Like the President, the VP is a communication link between the students and CCM staff and supporters. The VP should be a visible presence to the student body. He/she does not organize specific events, but attends as many as possible to engage with other students. The Vice President is responsible for Public Relations. In this role, he/she helps to connect members of the CCM community with each other and with other members of the campus community, through social media and the bulletin. In addition to running communication within CCM, the Vice President will work to promote CCM to the campus, at large.

Duties:

1) Executive Duties

a) Leadership Team

- i) Take minutes from each Leadership Team meeting and send these out to the staff and Leadership Team each week.
- ii) Provide support to members of CCM and the Leadership Team, but know when a situation needs to be handled by the Staff. Keep the staff updated on concerns, issues, and overall status of CCM.
- iii) Encourage mutual cooperation among Leadership Team members and foster a spirit of gratitude towards Leadership Team members.
- iv) Attend events from diverse ministries.

b) CCM Community

- i) Make announcements with the President or alone each Sunday at Mass.
- ii) Work with the President to share information regarding weather related closings.

2) Advertising

a) Pulpit Announcements

- i) Collect announcements from other Leadership Team members via the Announcement database.
(1) Organize most important items into Sunday pulpit announcements with any ones given to Father to announce.

b) Bulletin or Monthly Calendar

- i) Create the bulletin for each week of campus Mass or a monthly calendar to distribute. The information to be put in the Bulletin/Calendar will come from the other Leadership Team members and staff via the announcement database.
- ii) Submit the Bulletin to Marissa for review by 12 pm on Thursday.

c) Social Media

- i) While other members of CCM leadership have access to CCM's Facebook, Instagram, and Twitter, the VP manages advertising for events and posting pictures from events.
- ii) It is not the VP's responsibility to create Facebook events; this should be done by the Leadership team member in charge of the actual event.
- iii) Come up with one social media campaign per semester.
(1) Ideas include: First Day of School, Thanks CCM, Why I love CCM

d) Update the Monthly CCM House Calendar.

e) Photos

- i) Take photos at events and share them with the team via the group chat on GroupMe/Whatsapp.

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- 3) Campus Presence
 - a) Organize an Outreach activity with the Evangelization Chair each semester to reach out to campus.
 - i) Examples include: first day of school cookies, etc.
 - b) Activity Fairs and Previews.
 - i) Coordinate these events by signing CCM up for them and scheduling people to man the tables. The President will be the main contact but both the President and Vice President will make sure who needs to be there, is there with what they need.
 - ii) Reach out to students as they sign up with CCM after these events.
 - c) University Chaplains Association
 - i) Along with the President, be an active student in the UCA. This will include attending meetings and participating in events. There are a few events each semester and they can be divided up between the President and Vice President.
- 4) Welcome Week
 - a) All Leadership Team members will participate and lead Welcome Week activities.
- 5) Fall Retreat
 - a) Work with the staff and the Leadership Team to coordinate the needs for Fall Retreat.
- 6) Administration
 - a) Meetings
 - i) Attend all Leadership Team meetings unless significant circumstances intervene.
 - ii) Attend Leadership Retreat.
 - iii) Attend individual meetings with the CCM Director on a monthly basis.
 - b) Attendance
 - i) Assist the team in collecting attendance numbers at the events and posting them to the Attendance Number document.
 - c) After Event Forms
 - i) Complete After Event Forms for any event that you are leading.
 - ii) Encourage the other team members to stay on top of their reports.
 - d) Publicity
 - i) Submit announcements for the listserv, bulletin, pulpit, and social media to the publicity database.
 - ii) Take photos at events and share them with the team via the group chat on GroupMe/Whatsapp.