

Catholic Campus Ministry at Old Dominion University  
Leadership Team

President

Description:

The role of the president is to be the face of CCM both within the organization and to the rest of the ODU Community. Although he/she is not in charge of any particular ministry, he/she should focus on helping CCM function as a unified whole. This is largely done by taking care of several day-to-day tasks, acting as an intermediary between the Leadership Team and the CCM Staff, regularly attending and helping with events within each ministry, providing support both logistically, spiritually, and emotionally for other Leadership Team members, and communicating and referring issues to the CCM staff for guidance and resolution.

Duties:

- 1) Executive Duties
  - a) Leadership Team
    - i) Prepare the weekly agenda for Leadership Team meetings.
    - ii) Conduct Leadership Team meetings.
    - iii) Check the CCM online calendar and be aware of the events of the upcoming weeks. Be sure that other Leadership Team members are checking the calendar as well.
    - iv) 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. They are here to serve the students.
    - v) Encourage mutual cooperation among Leadership Team members and foster a spirit of gratitude towards the Leadership Team.
    - vi) Attend events from diverse ministries.
  - b) ODU Interaction
    - i) Manage our Points and Standards & Budget status with SET, including submitting the appropriate forms and attending the necessary meetings/workshops.
      - (1) Points and Standards & Budget need to be submitted by you even if the transition to the new President has already occurred.
    - ii) Schedule events on campus with the Event Management System (EMS).
      - (1) Sunday Mass, Soul Food Mass, Holy Days, Tabling, etc.
  - c) CCM Community
    - i) Make announcements with VP or alone each Sunday at Mass.
    - ii) Work with the Vice President to share information regarding weather related closings.
- 2) Campus Presence
  - a) 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.
  - b) University Chaplains Association
    - i) Along with the Vice 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.
- 3) Welcome Week

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- a) All Leadership Team members will participate and lead Welcome Week activities.
- 4) Fall Retreat
  - a) All Leadership Team members will help to plan and lead Fall Retreat.
- 5) Administration
  - a) Meetings
    - i) Attend all Leadership Team meetings unless significant circumstances intervene.
    - ii) Attend Leadership Retreat.
  - 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) Create Facebook events for your events.
    - iii) Be sure photos are taken at events and sent to the Vice President.