

Duties of the President

The President shall facilitate the general meetings of the Association and chair the meetings of the Executive Board. The President shall represent the Association on any occasion where such representation is required. The office of president is not an elected position and is assumed by the sitting Vice-President after the completion of one vice-presidential term. The term of the president is for two years. (By Laws: Article 5, A)

- *With the Office for Catechetical Formation:*
 - + Maintain constant communication and work in conjunction with the director
 - + Facilitates the recognition awards for DREs and Catechetical Staff with specific years of service.
 - + Assist with and promote Avalon Gathering, Mass for Religious Education, Fall and Spring Professional Development Days and Day of Reflection.
 - + Assist the OCF with Catechetical Convocation which includes but not limited to committee formation, walk thru of location, set up day before and duties during the Convocation as determined by the OCF.
 - + Collaborate in determining annual dues and then present to Board for approval.
 - + Promote PD/C/ARE membership.
 - + Assist in determining County “sunshine fund” monies from annual dues by formula
 - Multiply number of members times \$15 and divide by 5 city/counties.
 - Monies may not exceed \$300 per city/county.

- *With the Vice-President*
 - + Collaborate in maintaining seamless governance.
 - + Communicate as a team and with the OCF regarding PD/C/ARE matters.
 - + Support in his/her role and mentor for transition to the President’s role.
 - + Ensure that he/she has made arrangements for Board Meeting locations.

- *With the Treasurer:*
 - + Maintain signing privileges on the association checking account.
 - + Write checks for association events in the absence of the treasurer.

- *With the Secretary:*
 - + Communicate any correspondence that needs to be sent on behalf of association.

- *With the Executive Board:*
 - + Communicate with the Executive Board .
 - + Prepare Agenda for Meetings; send reminder to board members at least one week prior to meeting.
 - + Set up ad-hoc committees as needed.
 - + Maintain contact with board members who are setting up association functions.