



CALL FOR NOMINATIONS Treasurer

The Nominating Committee of the National Council of Catholic Women is seeking qualified candidates for the position of treasurer. NCCW is looking for dedicated women of faith, character, strength, and leadership skills to responsibly represent the organization nationwide. Voting will open the first Monday of April (April 1, 2024) and close the first Monday of May (May 6, 2024) at 4:00 PM ET. The treasurer will be installed at the 2024 NCCW Convention in Oklahoma City, Oklahoma. The approved nomination form with qualifications and requirements for the position and the approved Election guidelines are posted on the NCCW website, www.nccw.org on the Members Only Page. Please direct nominee's names and recommendations to the chair of the Nominating Committee Chair: Janet Regan janetregan0209@gmail.com

All applications must be submitted electronically.

The deadline to receive nomination applications is midnight, December 15, 2023.

Nominations must include:

- Approved Nomination Form found on the Members Only page of the NCCW website.
- Letter of endorsement from the nominee's **Diocesan Spiritual Advisor or the Diocesan Bishop**
- Letter of endorsement from the **President** of the nominee's **Archdiocesan or Diocesan Council or a State or National Organization.**
- 100-word statement of intent **written by the nominee**
- 200-300-word list of experience **written by the nominee** (no formal resumes) of:
 1. National, Province, Arch/Diocesan, State, or other national organizations. List names of organization, office(s) held, dates, major responsibilities, and accomplishments. List the most recent first.
 2. Organization experience (i.e., service on non-profit boards, local gov. offices or boards, cultural, church or alumni organizations or volunteerism in community organizations).
 3. NCCW Conventions, General Assemblies, and/or Leadership Institutes, and workshops or formation programs at which you have spoken or attended.
 4. Highest level of education and other courses of study, such as professional certification, seminars or institutes that are pertinent to this application
 5. Present Employment
 6. Other professional or business experience
 7. Optional information: Honors or awards.
 8. Any other information the nominee would like to present.
- a current photograph (jpeg file format).



BRIEF DESCRIPTION OF THE NCCW TREASURER POSITION

The NCCW Treasurer should have experience in the position of Treasurer in her CCW or DCCW or a similar organization. She will oversee preparation of budgets and financial statements and be able to provide explanations of these documents to the NCCW Board of Directors at their meetings and annually to the NCCW membership at the annual national convention. She will prepare reports for the *Catholic Woman* magazine and for an occasional issue of the Presidents Pen.

The NCCW Treasurer will work with the Executive Director to monitor NCCW bank accounts, prepare check requests, and monitor the stability of NCCW finances. She will perform all duties as noted in the Policies and Procedures Manual reserved to the Treasurer and will ask for updates to that Manual, as needed. The Executive Committee must approve all major financial decisions and expenditures and will receive a monthly update from the Treasurer.

The Treasurer serves as the Chair of the Finance Committee when one has been appointed by the President.

Qualifications/Prerequisites:

Candidates for the office of Treasurer must be:

- an individual member of NCCW.
- preferably have held an office on the Arch/Diocesan, subdivision, or local level or served on another non-profit organization's board.
- be able to attend three Board of Directors meetings a year and other meetings as requested.
- be available for monthly conference calls with other members of the Executive Committee.

The Election timeline is found below.

The Nomination form and the Election guidelines can be found on the Members Only Resources www.nccw.org

Members of the 2023-2025 Nominating Committee:

Chair: Janet Regan janetregan0209@gmail.com

Irene Gramza igramza@aol.com

Venessa Lopatka venessalopatka@gmail.com

Mary Jane Malich stema4216@gmail.com

Doreen Recco dar554@aol.com

Irene Schmidt schmidtir@jetup.net

Florine Swanson florineswanson@gmail.com



ELECTION TIMELINE

July 1, 2023- The approved Call to Nomination and Election timeline are sent to the NCCW Office for publication in the September issue of Catholic Woman Magazine.

December 15, 2023 – application materials must be received by the Chair of the Nominating Committee.

No sooner than two weeks (December 29, 2023) after the above deadline date - the nominating committee meets to finalize candidates. The President is informed as soon as the candidates are selected. [NCCW Bylaws Article VIII, Section 2, c]

January 1, 2024 - Catholic Woman Magazine article (in mailboxes March 1) is due to the NCCW Office.

For the **officer** nominees this includes:

- 100-word statement of intent **written by the nominee**
- 200–300-word list of experience in NCCW, DCCW, Deanery, Parish, Education, and work experience **written by the nominee**
- A current picture in jpeg format

Notification of the Slate of Officers will occur **at least** 30 days prior to the date the voting begins (April 1, 2024) [NCCW Bylaws Article VIII, Section 2, d]

January/February 2024 Current pictures of the **Treasurer** candidates in jpeg format, the 100-word statement of intent **written by the candidate**, and the 200–300-word list of NCCW, DCCW, Deanery, Parish, Education, & Work experience **written by the candidate** will be posted to the NCCW website.

February 2024 Candidates are announced and a reference of where to find the candidates information is published in the Presidents Pen.

March 2024 Treasurer Candidate's pictures, 100-word statement of intent **written by the candidate** and 200-300-word list of NCCW, DCCW, Deanery, Parish, Education, & Work experience **written by the candidate** are published in the Catholic Woman Magazine.

Voting will take place **the first Monday of April (April 1, 2024) – the first Monday of May (May 6, 2024) 4:00 PM EST.**