

## DETAILED BAYA OFFICER DESCRIPTIONS 7/22/02

<http://www.rc.net/galveston/baya/docs/officerdescriptions.pdf>

**FACILITATOR.** This position is responsible for coordinating and facilitating the quarterly meetings of the Steering Committee and for ensuring that BAYA is operating in accordance with approved Bylaws and Standing Rules. The BAYA Facilitator shall be responsible for keeping and updating the Standing Rules. The Facilitator shall remain in contact with existing committees and recommend the creation of new committees as needed to ensure that the day-to-day work of the organization is proceeding according to the agreed plan. The Group Facilitator will only vote when there are an equal number of officers for and against an issue. Individuals seeking this office must have been elected to and completed two six-month terms as a BAYA officer. The Facilitator serves as the official BAYA contact with the Diocese of Galveston-Houston. The only other elected position the Facilitator may fill concurrently is that of Parish Representative. However, the Facilitator shall have one vote and only vote in the event of a tie.

- Prepare and submit an agenda for an officers meeting at least one week before the meeting
- Lead the officers meetings, keeping the meetings moving and ending on time
- Tally officer votes during the meeting or over email on the [bayaofficer@yahoo.com](mailto:bayaofficer@yahoo.com) email list
- Revise and update and Bylaws and standing rules for posting on BAYA website
- Moderate officer discussion on the bayaofficer email list
- Help resolve any disputes in the group
- Facilitate the officers, especially new ones, to learn their positions and contribute
- Help BAYA “be all it can be” in service to young adults
- Attend BAYA calendar planning meetings and officers meetings
- Follow any Bylaws and standing rules related to the position

**SPIRITUAL COORDINATOR.** The Spiritual Coordinator shall plan and notify members of events and activities that encourage spiritual growth and allow the members to share and express their Catholic faith. The Spiritual Coordinator shall chair a committee to organize an annual BAYA retreat. The Spiritual Coordinator must be Catholic.

- Focal point for activities which promote the spiritual growth of the members of our group
- Help to plan, promote, and coordinate activities such as bible studies, rosaries, adoration, retreats, and the general practice of our Catholic faith
- Ensure that there is at least one spiritual event every calendar; promote member participation in these events
- Attend BAYA calendar planning meetings and officers meetings
- Follow any Bylaws and standing rules related to the position

**HISTORIAN.** Maintain a photo album and ensure photographs are taken at various events. Collect photographs from other members too. Albums are now online at [photoisand.com](http://photoisand.com) to facilitate viewing by members. The new historian will get the username and password to make changes from the previous historian. BAYAns can use the username “guest1” and password “st\_clare” to view the album (they can’t make changes). Last names are OK for adults, but use only first names for kids.

- Maintain a record of BAYA activities to provide us a sense of our past on which to build our future
- Photograph events and maintain a BAYA photo album to show off:
  - At newcomers events
  - At BAYA promotional activities, such as “Time and Talent” at St. Bernadette or Parish Information Day types of events
  - At the elections meeting
- Keep a list of people who object to their picture being in an album
- Maintain a portfolio of past calendars and event flyers
- Submit expense receipts to Treasurer for reimbursement
- Attend BAYA calendar planning meetings and officers meetings
- Follow any Bylaws and standing rules related to the position

**MEMBERSHIP COORDINATOR.** Responsible for coordinating one membership drive each term. Ensures that member names and numbers are updated on the membership list.

It is recommended the Membership Coordinator contact new members and personally invites them to events.

- Maintain computerized database of BAYA members
- Produce a printed phone list of BAYA members for distribution to officers
- Purge the database as necessary
- Provide a form (or as a minimum, a format) for the collection of new member information to the BAYA activity sponsors and collect forms after activities
- Make sure new members are invited to additional BAYA events
- Focal point for activities which promote the recruiting of new participants in the group
- Be friendly- make sure newcomers feel welcome at every event!!!!
- Maintain promotional materials (i.e. flyers, posters) for use in promoting the group
- Ensure that there is at least one newcomers event on every calendar
- Make phone calls to prospective members to answer questions about the group and invite them to events
- Find out what kind of events new members are looking for
- Attend BAYA calendar planning meetings and officers meetings
- Follow any Bylaws and standing rules related to the position

**TREASURER.** The Treasurer shall handle contributions and distribution of funds for overhead costs and maintain a written account of all financial transactions. The Treasurer shall provide a financial report at each scheduled Steering Committee meeting and at the end of his/her elected term. The report may also be given on the bayaofficers@yahoo.com email list.

- Maintain financial records for the BAYA group
- Collect and record member optional contributions and deposit in BAYA account
- Reimburse member expenses for officer approved activities
- Loan money from account for BAYA functions with the approval of the officers
- Knowledge of Quicken not a requirement
- Provide financial status reports:
  - Upon request
  - At end of term
- Attend BAYA calendar planning meetings and officers meetings
- Follow any Bylaws and standing rules related to the position

**COMMUNITY SERVICE COORDINATOR.** Organizes activities and events for the calendar that support community service. He/She maintains a listing of volunteer and service opportunities available in the Greater Houston/Galveston Bay Area. These have been assembled in two large binders.

It is recommended to try to have at least one service event a month.

- Focal point for activities which promote the Christian ideal of service to others
- Examples of such activities in the past include: helping out at social service agencies, mentor programs for school children, adopting a family at Christmas, working at Habitat for Humanity and thrift shops, helping clean beaches, participating in Lenten soup kitchens, helping out with parish picnics, fund raisers, etc., and helping members to find individual service opportunities
- Many opportunities can be found at [volunteerhouston.com](http://volunteerhouston.com)
- Be aware of member church service projects that BAYA can help out with
- Ensure that there is at least one service event on every calendar; promote member participation in these events
- Attend BAYA calendar planning meetings and officers meetings
- Follow any Bylaws and standing rules related to the position

**SOCIAL COORDINATOR.** Provide events for the calendar that support the Group's social goals. Also collect non-PACCO event information and coordinate joint events with other Catholic Young Adult Groups.

- Issue "monthly report" on potential joint events with other groups (non-PACCO) for planning purposes
- Assist in QA of calendar along with Calendar Distributor
- Assist on calendar as requested
- Act as point of contact for the planning of social activities for the group
- Encourage people to think up, and sponsor, new and/or innovative social events
- Promote group attendance and find sponsors for major community events, such as the Houston Rodeo, Mardi Gras, Dickens on the Strand, festivals, boat parades, etc.
- Collect ideas for social events and bring these to BAYA calendar planning meetings
- Attend officers meetings
- Follow any Bylaws and standing rules related to the position

**SPORTS COORDINATOR.** Make sure events exist on the calendar that support athletics. Have the Group participate in PACCO sports leagues.

Many Sports Coordinators also serve as coaches but it is not required. Coordinator should aid in finding coaches and registering sports teams.

- Act as point of contact for the planning of sports activities for the group
- Encourage and sponsor sports and fitness activities for the group
- Facilitate participation in PACCO or other sports leagues
- Help reserve facilities for sports events, as required
- Collect ideas for sports events and bring these to BAYA calendar planning meetings
- Attend officers meetings

- Follow any Bylaws and standing rules related to the position

**CALENDAR EDITOR.** Produce the monthly calendar to be distributed to the membership.

- Collects events from members. This may be during a planning meeting or over email. It is suggested that ideas and plans for future events be sent to the [bayaevent@yahoo.com](mailto:bayaevent@yahoo.com) list in order to spur discussion of potential events
- Determines calendar layout
- Types up and proofs calendar
- Extra clip-art may be found at <http://dgl.microsoft.com/?CAG=1>
- Follow up on missing information in time to complete calendar
- Save Word document in Word 95 format so members with old versions can read it
- Sends Word document to Social Coordinator and Calendar Distributor for QA, who then forward it to the Information Technology Administrator for posting
- Be in charge of any further edits after calendar has been posted
- More Calendar duties are posted on the BAYA website
- Attend BAYA calendar planning meetings and officers meetings
- Follow any Bylaws and standing rules related to the position

**CALENDAR DISTRIBUTOR.** By working closely with parish reps and individual churches, ensures that the monthly calendar is available in each of the member Churches and that BAYA announcements appear regularly in Church bulletins.

- Help QA the calendar before release along with the Social Coordinator
- Sends text calendar to group by copying and pasting into an email to [bayaall@yahoo.com](mailto:bayaall@yahoo.com) email list
- Make bulletin announcements (see notes below)
- Collect BAYA events with sponsor's permission to submit to the Bay Area Christian Singles Alliance (BACSA) calendar. More info can be found at [bacsa.org](http://bacsa.org) (see notes below, also send to Social Coordinator)
- Emails bulletin announcements and BAYA calendar to reps
- Perform church rep's duties for open positions
- May help advertise BAYA events by such methods as newspapers, radio, Catholic Herald, etc.
- Attend BAYA calendar planning meetings and officers meetings
- Follow any Bylaws and standing rules related to the position

#### Bulletins

These need to be short and sweet- two sentences at most. Typically send out 4-5 weeks worth of bulletin announcements once a month. If nothing is going on, the Tuesday tennis works well to invite people. Examples:

For Sept 2/3 Bulletin announcement:

Bay Area Young Adults: Join us for Tuesday Tennis on Sept. 12. Beginners always welcome. Free. Call John ...

For Sept 9/10:

Bay Area Young Adults: Friday, September 15 - Newcomers Welcoming & Games - Meet at 7:00pm at Double Dave's on Bay Area Blvd. just past Space Center Blvd. (next to Eckerd's). Afterwards, we'll go to Chris' house. All newcomers are encouraged to attend. Call Chris (281) 480-5386...

Alliance submissions:

These can be copied straight from the calendar with the permission of the sponsor. However, do not send more than 4-5 since BACSA has to sort through events from many member churches. The information must include event type (weekly, monthly, special event), title, day, time, cost, contact name & phone number, and description.

General bulletin announcement:

Bay Area Young Adults offers a range of social, spiritual, cultural, athletic, and community service activities supported by local Catholic Parishes of Bay Area Deanery. Members are generally ages 18-39. For more information, call "church rep" at "phone #" or check out the BAYA website: <http://www.rc.net/galveston/baya/>

The fax and phone numbers and office contacts for the member churches are:

<u>Church</u>	<u>Contact</u>	<u>Fax</u>	<u>Phone</u>
St. Bernadette	Suzanne Staron (bulletins) Andy McDavid (calendars) (bulletins ok, left message for Andy McDavid)	281.218.9440	281.486.0337
St. Clare (bulletins only, talk to Fr. John about getting calendar on bulletin board)	Pat Morgan	281.286.1256	281.286.7729
St. Mary (League City)	Henry Aldape	281.332.8328	281.332.3031
St. Mary (La Porte)	Ellen	281.471.9365	281.471.2000
St. Frances Cabrini	TBD	TBD	TBD
St. Paul 281.333.3891	Pauline	281.333.3815	
Mary, Queen	Charlene Gwilliams	281.482.4886	281.482.1391
St. Helen	Jamie Prazak	281.485.6789	281.485.2421
St. Luke	Maria Sattaur	281.481.8780	281.481.6816
St. Hyacinth	TBD	TBD	TBD
St. John the Baptist	Ardelia/Diane	281.331.5430	281.331.3751
Shrine of the True Cross Msgr.	Milian Kleas	281.337.5779	281.337.4112
UH Newman Association	Dolores Perez	713.748.8412	713.748.2529

**PARISH ACTIVITIES FOR CATHOLIC COMMUNICATION ORGANIZATION (PACCO)**

**REPRESENTATIVE.** Attend all PACCO meetings (or find a substitute). Ensure PACCO events are on the calendar. Distribute tickets and collect money for all PACCO events, if required. Any member is eligible to run for this position. Members running for PACCO office, who have not previously held a Steering Committee office, shall be approved by the Steering Committee. PACCO is a body made up of several of the Catholic young adult groups in the Houston area that plans large events for all the groups, including retreats, sports, dances, and other events.

- Attend PACCO meetings (usually at 7:15pm on the last Tuesday of every month at St. Michael's Church near the Galleria in West Houston)
- Record information on PACCO events and bring to BAYA calendar planning meetings; also act as sponsor or contact for PACCO events on the BAYA calendar
- Bring BAYA calendars to PACCO meetings for distribution to other groups
- Collect other group's calendars and look for new ideas for the BAYA group
- Help organize PACCO events, especially those near Clear Lake
- Assist Sports Coordinator with fees from groups playing PACCO sports
- Help distribute tickets and collect money for PACCO events. Create waiting list, if needed

- If an event is far away, organize a carpool from St. Bernadette parking lot if desired
- Attend BAYA officers meetings
- Follow any Bylaws and standing rules related to the position

**INFORMATION TECHNOLOGY (IT) ADMINISTRATOR.** Manage and/or assist in administration of websites, email distribution lists, electronic monthly calendars, and other items concerning electronic media. This position is not subject to term limits.

- Converts Word calendar to Adobe Acrobat
- Posts on website and notifies BAYA using [bayaall@yahoogleroups.com](mailto:bayaall@yahoogleroups.com) email list
- Sends Acrobat calendar to Calendar Distributor, unless they can download it from the website
- IT may give a calendar a final QA before posting, but it is not required
- IT serves as a contact to answer computer questions, and build members knowledge of computers and email
- Attend BAYA calendar planning meetings and officers meetings
- Follow any Bylaws and standing rules related to the position

**PARISH REPRESENTATIVES.** Parish Representatives develop and maintain relationships with their respective Catholic Church to ensure that information about BAYA, especially the monthly calendar, is available in the church and announced in the bulletin. They receive phone calls from prospective members. Representatives should be registered members of the church they represent.

- Distribute bulletin announcements and calendars to churches
- Report status to [bayaofficers@yahoogleroups.com](mailto:bayaofficers@yahoogleroups.com) email list and Calendar Distributor (items received, calendar and bulletin notices sent to church, calendar on display)
- Ensure calendars are copied and stocked in churches
  - Be sure the new month's calendar is available the weekend before the new month begins
  - Frequently check all locations where the calendars are made available and replenish when empty (pamphlet racks, office rack, bulletin board, etc.)
  - Post a calendar somewhere, if possible, so that information is available even if the calendar supply runs out; this is also a good PR move to help newcomers find out about the group
- Check any church mailboxes labeled for Young Adults information
- Put your name in the bulletin as the point of contact (if your parish does this), or possibly on the bulletin board next to the calendar
- Answer calls from people interested in the group
- Make your priest and office aware of BAYA
- Parish representatives should ideally be a registered member of the parish they represent
- Place announcements in the parish bulletin for upcoming BAYA events, especially newcomers events
- Give your name and number to the parish office as the point of contact for your parish's young adult ministry
- Act as the group's official representative to the parish to: priests, pastoral council, adult ministry commission, etc.
- Attend newcomers orientations as BAYA's representative (if this is done in your parish)
- Organize a BAYA information table if your parish has a "Time and Talent" of Parish Information Day type of event
  - Materials for display are available from Membership Coordinator and Historian
- Reserve rooms at the church for BAYA-sponsored events

- Attend, and bring input to, BAYA calendar planning meetings and officers meetings
- Follow any Bylaws and standing rules related to the position

**ASSISTANTS.** Any Steering Committee officer may appoint and dismiss Assistants to help perform their duties. These Assistants have no vote. A vote of the Officers is not required to approve these appointments or dismissals.

Assistants may vote as proxies for officers.

**SPIRITUAL ADVISOR.** The Spiritual Advisor supports and advocates for BAYA within the Diocese of Galveston-Houston. The Spiritual Advisor is not an officer but serves as a guide in ensuring that the group is true to the teachings of the Catholic Church. He/She may be called upon to mediate disputes between group members. The Spiritual Advisor should be a priest, deacon, brother or sister associated with one of the parishes in the Bay Area Deanery. 75% of the full Board membership must approve the selection of a Spiritual Advisor. The Spiritual Advisor is invited to participate in the meetings and other activities, but he/she will have no formal vote. There are no term limits for this position. However, a Spiritual Advisor may be removed from his/her position by a vote of 75% of the full Board membership.

Someday the Bay Area Deanery may appoint the Spiritual Advisor. The Spiritual Advisor may also check on the suitability of priests asked to perform home masses.