

Appendix 6-A
National Office Job Descriptions
Executive Director

Identifying Information

Position: Executive Director

Status: Full-time Regular, Exempt

Supervisor: Chair of the FDLC Board of Directors

Position Incumbent _____

Signature _____ Date _____

I. Primary Function of this Position

To oversee the operation of the FDLC National Office serving the needs of the FDLC and its Board of Directors

II. Approval

Chair, FDLC Board of Directors: _____

Signature _____ Date _____

III. Position Content

A. National Office

1. Oversee daily operation of the Federation.
2. Respond to requests for information and networking from members, national organizations, and other individuals or entities.
3. Participate in the development of the annual plan.
4. Update/revise FDLC documents and bylaws as necessary.
5. Supervise FDLC correspondence.
6. Review Newsletters of (diocesan) liturgy offices.
7. Oversee the selection of hardware and software.
8. Attend workshops and seminars which will help in the fulfillment of the Executive Director's job description.
9. Answer the phone and pick up FDLC mail when the Executive Assistant is unable to.
10. Monitor legal issues related to the Federation.
11. Negotiate rent for office space.

B. FDLC Board of Directors

1. Serve as staff to the FDLC Board of Directors, implementing policy and directives and being accountable to the Board.
2. Determine potential sites for board meetings and negotiate contracts.
3. Supervise arrangements for Board Meetings:
time, place, agenda, transportation, forms, hospitality, materials, reimbursements, reports.
4. Prepare and present reports from the National Office and the Publications Committee as part of the Executive Committee Report.
5. Assist Prayer Committee regarding liturgical arrangements.
6. Be present for business sessions as resource person (non voting).

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7. Supervise the election of Board members in accord with the Bylaws.
8. Provide a monthly financial report to the Chair of the Board of Directors on the current state of affairs of the National Office against the approved budget and schedule.
9. Be in consultation with the chair of the Board of Directors and the chairs of the Executive Subcommittees.
10. See to it that minutes are prepared and sent to Board members.
11. See to it that a synopsis of the minutes is prepared for the FDLC Newsletter.
12. See to it that all bills resulting from the Board Meeting are paid.

C. National Meetings

1. Serve as chair of and meet with each of the ad hoc planning committees (normally three or four committees in any given year).
2. Oversee preparation and distribution of all study materials as directed by the Ad Hoc Committee.
3. Assist, as requested, the National Process Facilitator in the distribution of materials for the National Process;
4. Oversee preparation and distribution of registration materials and the program book through the National Office;
5. Monitor all expenditures
6. Oversee publicity;
7. Visit potential National Meeting hotels and negotiate, review, and sign all hotel contracts;
8. Negotiate, review, and sign all contracts (major speakers, exhibitors, etc.).
9. Prepare exhibitor prospectus for each meeting, invite exhibitors.

D. News Letter

1. Commission articles and work with authors
2. Edit articles
3. Compose articles
4. Layout the Newsletter
5. Proof blue line
6. Monitor costs and the selection of printers
7. Set subscription prices

E. Publications

1. Chair the Publications Committee
2. Develop a long-range publication schedule;
3. Assess the feasibility of reprinting publications;
4. Recommend new publications to the Executive Committee for approval by the Board of Directors.
5. Work with FDLC Committees and the FDLC Board to assure that appropriate authors are selected.
6. Establish specifications of project with author.
7. Negotiate, edit, and type contracts with authors.
8. Submit manuscripts to the editorial board.

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9. Revise and edit manuscripts for publication.
10. Do layout for publication.
11. Oversee publication and production schedule.
12. Establish pricing of publications.
13. Review publications inventory
14. Prepare Publications Committee Reports for the Board of Directors (January and October).
15. Oversee annual fall catalogue: layout, printing, distribution

F. Membership and Dues

1. Assure that an up-to-date list of members and subscribers is maintained according to the criteria of the Bylaws.
2. Approve the procedure for collecting and recording dues
3. Process requests for dues adjustment according to the Bylaws.
4. Prepare periodic reports on the collection of dues for the Chair and for the Board of Directors including an up to date list of dues paid dioceses to the Board for voting purposes at the National Meeting.

G. Personnel

1. Serve as a member of the Personnel Committee.
2. Develop and/or recommend job descriptions, personnel procedures, contract renewals, salaries and benefits for the National Office;
3. Interview, hire, orient, train, supervise National Office staff, both temporary and permanent.
4. Assure that approved job descriptions and personnel procedures for the National Office are understood and followed.
5. Annually evaluate staff of the National Office.

H. Finances

1. Oversee the preparation of monthly and annual financial statements and other reports required by the Treasurer, the Executive Committee, and the Board of Directors.
2. Review, evaluate, and recommend fiscal policy to the Treasurer and Board.
3. Monitor budget status and finances reporting and seeking approval of nonbudgeted expenditures by the Executive Committee.
 4. In collaboration with the treasurer and the Executive Committee, recommend increases in salaries and/or benefits.
5. Review the proposed annual budget before its presentation to the Board of Directors;
6. With the Treasurer develop financial policies and procedures and recommend them to the Board of Directors for adoption;
7. Review and sign all FDLC checks
8. Be responsible for the selection of an outside accounting firm to review FDLC finances.
9. Be responsible for securing adequate FDLC insurance coverage.

National Office Job Descriptions

Executive Director

I. Outside Bodies

1. Maintain regular communication with the Bishops' Committee on the Liturgy and attend spring BCL meeting as an *ex officio* advisor and prepare an annual report for the BCL.
2. Attend annual fall meeting of the NCCB.
3. Assure liaison with secretariats and executive offices of other liturgical bodies as needed.

IV. Position Specifications/Requirements

A. Skills, Knowledge, Abilities

1. Liturgical competency
2. Administration, management, and supervision
3. Writing and editing
4. Marketing
5. Contract negotiation
6. Computer word processing, data base and desktop publishing software
7. Planning
8. Communication and public relations

B. Education, Training, Experience

1. College diploma and graduate theological degree with liturgical experience

C. Working Conditions

1. Ability to travel
2. Flexible time schedule

National Office Job Descriptions

Executive Assistant

Identifying Information

Position: Executive Assistant

Status: Full-time Regular (40 hours a week) Non-exempt

Supervisor: Executive Director

Position Incumbent _____

Signature _____ Date _____

V. Primary Function of this Position

To assist the Executive Director in carrying out the administration of the office.

VI. Approval

Executive Director: _____

Signature _____ Date _____

VII. Position Content

A. National Office

1. Oversee the day by day operation of the National Office in the Director's absence.
2. Receive/screen/respond to telephone calls.
3. Research liturgical questions.
4. Maintain all office files, updating FDLC documents as necessary.
5. Prepare or oversee the preparation of all outgoing mail including large mailings.
6. Photocopy or see to the photocopying of FDLC materials.
7. Be responsible for assuring adequate supplies of FDLC stationery and other materials are maintained and that sufficient postage is maintain on the postage meter.
8. Special administrative projects as assigned by the Executive Director.
9. Maintain the FDLC computer database.

B. FDLC Board of Directors

1. Board Meetings

- a) Coordinate travel and accommodation arrangements for board meetings.
- b) Take, prepare, and distribute minutes of board meetings.

2. Board Elections

- a) Send out canvass forms and mailing labels to the Board members responsible for the election.
- b) Enter the names of electors and nominees into the database.
- c) Send out ballot forms to the electors.
- d) Inform the electors of the result of the election.

C. National Meetings

1. Prepare specifications and solicit bids for the printing of the Registration Brochure and the Program Book.
2. Print participants' name tags.
3. Prepare and send out exhibitor packets. Receive exhibitor contracts. Maintain exhibitor database.

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4. Solicit advertising for Program Book.4. Send out letters of acknowledgment to registrants and exhibitors.
5. Transmit copies of registrations to the Chair of Local Meeting Committee and the National Meeting financial person.
6. Collect and oversee the collation of National Meeting evaluations and the preparation of a report on the evaluations for the Ad Hoc Committee for the next year's National Meeting and for the Board of Directors at its January meeting.
7. Develop exhibitor mailing list. Send out exhibitors packets. Oversee exhibitor and dreyage company contracts, assign booths, receive payments.

D. Advertising

1. Develop and maintain advertiser mailing list
2. Advertising prospectus, design and mailing
3. Coordinate publication of advertising

E. Web Page

1. Update WEB page listings of meetings and publications

F. Newsletter

1. Scan or key in articles for the FDLC Newsletter.
2. Compile the Bulletin Board.
3. Proof the final version before sending it to the printer and proof the blue line.
4. Print mailing labels.
5. Maintain all correspondence with regard to the FDLC Newsletter.
6. Send out monthly renewal letters and invoices.
7. Solicit advertising.
8. Solicit articles.

G. Publications

1. Books and Bulletin Inserts

- a) Type or scan in the author's manuscript.
- b) Co-ordinate the editing proofing and layout of manuscripts.
- c) Print sets of bulletin inserts as necessary.
- d) Contract for or otherwise arrange for re-prints of publications.
- e) Arrange for translation of publications.
- f) Oversee production and marketing of publications.

2. Annual Directory

- a) Prepare or oversee annual Directory update mailing.
- b) Prepare and Input changes and proof the annual FDLC Directory.

H. Prepare or oversee the printing and mailing of the annual Directory.H. Marketing

1. Annual catalogue

- a) Prepare or oversee production, printing, and distribution of annual catalogue.

2. Promotional Materials

- a) Prepare and distribute promotional materials for FDLC publications.

National Office Job Descriptions

Executive Assistant

I. Membership and Dues.

1. Prepare and mail dues notices to Dioceses.
2. Set up Diocesan Dues files for year after next. Transfer population figures from Catholic Directory to files. Update category and dues amount by population.

VIII. Position Specifications/Requirements

A. Skills, Knowledge, Abilities

1. Knowledge of liturgical and ecclesial terminology
2. Editing skills
3. Computer Word Processing, Data Base and Desktop Publishing Software
4. Communication skills both on the telephone and in person
5. Typing and Filing

B. Education, Training, Experience

1. College diploma
2. Experience with Windows, Word for Windows, Access, and PageMaker Software.

C. Working Conditions

1. Ability to do drive and do errands, e. g., picking up mail, meeting board members at the airport, etc.

National Office Job Descriptions

Bookkeeper

Identifying Information

Position: Bookkeeper

Status: Part time Regular (16 hours) Non-exempt

Supervisor: Executive Director

Position Incumbent _____

Signature _____ Date _____

IX. Primary Function of this Position

To act as Bookkeeper and maintain the financial records of the FDLC.

X. Approval

Executive Director: _____

Signature _____ Date _____

XI. Position Content

A. National Office

1. Remain current in National Office procedures and computer software.
2. Back up all computer financial files weekly.
3. Fulfill special projects assigned by the Executive Director as time permits.
4. Maintain inventory of office furniture and fixtures.
5. Review insurance policies with the Executive Director and insurance agents.
6. Pick up incoming mail from the Post Office daily. Sort and distribute mail to the appropriate staff.

B. Newsletter

1. Enter renewals and new members into the database.
2. Process all payments for Newsletter and Plan A, B, C subscriptions.

C. Publications

1. Book Orders. Process all written and telephone book orders including returns and tracking inventory. Create invoices for all publication orders and dispatch to fulfillment house.
2. Fulfill sample, mailing labels, and catalog requests. Dispatch minimum order billing letters. Compile, pack and mail orders sent out from the office.
3. Maintain inventory listing of all publications.
4. Contact Interactive Marketing Services for special orders, instructions, etc. regarding book inventory, deliveries, etc.
5. Maintain files of unpaid invoices.
6. Prepare and mail monthly billing for unpaid receivables. Maintain current list of receivables.

D. National Meetings

1. Process all payments for registrations, exhibitors and grants received.
2. Set up ledger accounts for all income and expenses of the National Meeting.
3. Reconcile National Meeting bank account monthly.
4. Pay all National Meeting bills.

National Office Job Descriptions

Bookkeeper

5. Prepare final financial report for the National Meeting, for Executive Secretary, Board of Directors, and the Ad Hoc Committee.
6. Solicit advertising for Newsletter, Directory and National Meeting Program Book.

E. Membership and Dues.

1. Enter payments in the DIODUES database

F. Bookkeeping

1. Process and pay payables, including payroll tax payments and returns and sales tax payments.
2. Deposit all income in appropriate FDLC bank account.
3. Process payroll once weekly
4. Reconcile all bank accounts monthly
5. Prepare and distribute financial statements monthly, quarterly and yearly.
6. Review monthly financial statements with Executive Director and with Treasurer.
7. Maintain and balance petty cash.
8. Maintain all financial files.
9. Maintain all correspondence with regard to financial matters
10. Maintain itemized royalties records, prepare royalties reports and make royalties payments.

G. Budgets

1. One year in advance of the beginning of the fiscal year, prepare an annual operating budget for presentation to the Executive Director, Treasurer and to the Board of Directors for approval .
2. Regularly review the current budget, including month-to-month breakdowns for monthly statements.
3. Prepare a revised current budget for presentation to the Board of Directors at their annual January board meeting .

XII. Position Specifications/Requirements

A. Skills, Knowledge, Abilities

1. Bookkeeping
2. Computer Bookkeeping Software
3. General Office

B. Education, Training, Experience

1. College diploma
2. Experience with Windows and Excel
3. Minimum of three years bookkeeping and office experience

C. Working Conditions

1. Ability to do errands