

# GUIDELINES FOR NATIONAL SECULAR FRANCISCAN COMMITTEE CHAIRS

The National Executive Council (NEC) is responsible for the selection and appointment of the National Committee Chairs.

## I. NEC RESPONSIBILITIES

The NEC reviews National Committee Chair positions one year prior to the end of a Committee Chair's term. The NEC consults with each Chair regarding possible reappointment; if the current chair will not be reappointed, a search for a new Chair begins. Due to the temporal link between the terms of the NEC and those of the Committee Chairs (section C. below), this is one of the immediate tasks of a newly elected NEC.

### A. Application Procedure

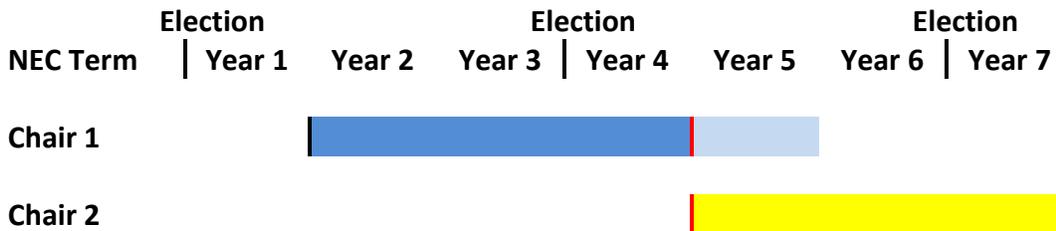
A request for applicants is advertised via *TAU-USA* and the National list-serve. Applicants will receive a job description, a copy of these guidelines and an application form. Completed applications are sent to two designated members of the NEC.

### B. Discernment /Consultation

The NEC reviews applications, and consults with each applicant's Local and Regional leadership. Formal interviews are scheduled with potential candidates.

### C. Appointment

The appointment of a Chair should be made at the conclusion of the NEC's first year of service. The past Chair is asked to journey with and mentor the newly-appointed Chair during his/her first year.



Each Chair will receive a letter from the NEC specifying the terms and conditions of appointment. Appointments are probationary for the first year.

### D. Term of Service for Chairs and Committee Members

1. A term of service is for three years and may be extended for a second three-year term. A third consecutive term should be allowed only in exceptional cases. If a Chair serves

for less than a full term, an interim Chair will be appointed as soon as possible to complete the term. The interim Chair is eligible to be appointed for a subsequent term.

2. It is recommended that a Chair whose term of service has just concluded not serve as a member of the same Committee for at least three years.

3. At the end of a Chair's term of service, the Committee members offer their resignations. The incoming Chair is free to accept these resignations or to reappoint. Members serve at the discretion of the Chair, as the needs of the Committee suggest.

## **II. COMMITTEE CHAIR RESPONSIBILITIES**

### **A. Meetings**

1. A Committee conducts business in various ways to achieve the goals outlined in their job description.

2. A Chair may be invited to attend meetings of the NEC, where they exercise a consultative role. In the event of co-Chairs, only one would attend.

3. A Chair (or his/her designee) attends the National Fraternity's annual Chapter.

### **B. Communication and Reports**

1. Committees serve the National Fraternity. They should be prepared to answer any questions regarding their reports, and be open to elicit ideas and recommendations for the future of their Committee.

2. Chairs are expected to be in frequent communication with their counterparts on the Regional level. Relationship building is an important element of the Committee's work.

3. Written reports to the NEC are to be submitted at least two weeks prior to each NEC meeting.

4. Written reports to the National Fraternity Council ("NAFRA") are to be submitted to the National Secretary two months prior to the annual meeting and should include: a list of activities accomplished, a rationale for expenses incurred and plans for the future.

5. A Chair may be asked to give a presentation at a NAFRA Chapter.

6. The date and location of events scheduled by a Committee ideally should be announced at least a year in advance.

### **C. Budget and Expenditures**

1. Three months prior to the annual NAFRA Chapter, the Chair will submit to the NEC a budget request which includes a rationale for proposed expenses. The final budget will be approved by NAFRA.
2. Any extraordinary expenditure not covered under the proposed rationale, even if within the approved budget, or any expenditure over the budgeted amount, needs the approval of the NEC.
3. All requests for reimbursement of Committee expenses should follow the National Treasurer's Guidelines.
4. All requests for reimbursement of expenses incurred by Committee members must first be submitted to the Chair for approval. The Chair will forward the approved request to the National Treasurer.
5. Travel expenses of the Chair to the NAFRA Chapter are covered by the budget of the Committee. Travel expenses to NEC meetings are covered by the NEC budget.

### **D. National Committee Members**

A Chair is responsible for the selection and appointment of the members of his/her Committee. The Chair is encouraged to consult with the NEC and with local and regional leadership of prospective members. Committee members must be professed Secular Franciscans. Non-Franciscans may serve only as consultants or technical advisors and should be sought out only in those instances in which a professed Secular Franciscan is unavailable to provide the needed expertise.