**GUIDELINES FOR A SUCCESSFUL PARISH PRESIDENT**

PARISH:

1. After election, appoint three women to fill the three commissions.

Fill out roster sheet with names of officers and the three appointed commission chairmen. Send one copy to Deanery president and one copy to Diocesan President.

1. Hold a meeting with officers and commission chairs to plan the year’s program. Use resources available in the community for speakers.
2. Delegate parish treasurer to pay annual dues to Deanery Treasurer, supply her with address.
3. Set up committees to facilitate activities. Have them report at regular business meetings.
4. Plan meeting agenda with secretary. Have meeting date and program published in bulletin or area newspaper. Invite and encourage all women of the parish to participate in activities.
5. Distribute material received from Deanery to parish commission chairmen as soon as possible.
6. Report activities of upcoming Diocesan and Deanery sponsored events to parish council, and encourage women to sign up and participate.
7. Keep by-laws of organization updated. Keep good records to pass on to successor.
8. Encourage all women to volunteer as leaders to become officers and commission chairs. Remember enthusiasm is contagious. This keeps the organization strong.
9. Plan to attend the National Council of Catholic Women Convention to vote for National officers and participate in business meeting. Plan to attend the La Crosse Diocesan Convention, Spirituality Day, Workshop, and other planned Diocesan activities.

DEANERY:

1. Attend deanery meetings to receive materials for all commission chairmen from the Deanery and Diocese. Participate in Deanery activities. Offer to host a deanery meeting.
2. If unable to attend Deanery meetings make sure a substitute is present to gather information and materials.
3. Send report of parish activities to Deanery president prior to Diocesan meetings.

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**GUIDELINES FOR DEANERY PRESIDENT**

A deanery president shall show respect and dignity to the office and all members of the organization. Be courteous, encouraging, and keep information flowing throughout the Deanery.

DUTIES ON DEANERY LEVEL

At the beginning of her term, call a deanery executive board meeting to plan the deanery activities for the year.

Select and introduce commission chairmen, and pass on any materials from previous officers and commission chairmen.

When selecting deanery commission chairs, inform them of their responsibilities, support their efforts and ideas, give them the reports of the diocesan commission chairmen. Encourage them to attend and observe at least one diocesan board meeting during their two year term. Purchase a subscription to CATHOLIC WOMAN Magazine to receive information from the National Commission Chairmen.

Should be knowledgeable of Roberts Rules of Order to conduct an efficient meeting.

Following each diocesan board meeting (four per year), call a deanery board meeting as soon as possible (or within 2 weeks) to distribute materials to the deanery commission chairs and parish presidents.

Compile an agenda with the secretary and send it along with an invitation to deanery board meetings at least 3 weeks in advance.

Develop a budget with the treasurer to meet the needed expenses for the year and for paying the diocesan dues.

Start meetings on time, and acknowledge guests.

Develop by-laws and keep updated to help govern the deanery activities.

Send all changes of officers and addresses to the Diocesan President (Roster sheet found at [www.dccw.org](http://www.dccw.org)) as soon as possible. Stress how important the roster sheets are because this keeps our mailing list current for Diocese and National.

If there are no officers or commission chairs on parish level, urge the parish to select a “contact” person for these offices so that the information is sent on.

Encourage your deanery and parish officers and commission chairman to attend and participate in the diocesan workshops, spirituality days, legislative days, leadership programs, and let them know these programs are for everyone in their parishes.

Schedule a deanery general meeting twice a year for purposes of education, spirituality, and fellowship. Invite the Diocesan Moderator and Diocesan President and guest to the Deanery General meetings. Greet them, give them a place of honor, introduce them to parish presidents.

RESPONSIBILITIES TO DIOCESAN BOARD

The deanery president is a vital link between the diocesan board, the deanery, and parishes.

The deanery president shall attend the four La Crosse Diocesan Board meetings with the delegate-at-large to take all materials and reports back to the deanery. If both are unable to attend send a representative in their place.

Prepare the delegate-at-large for her future role as deanery president. Encourage her to attend all diocesan meetings with you so that she understands the expectations of this office.

Bring report of parish and deanery activities to the diocesan board meeting.

Plan to attend the NCCW Convention as deanery president if at all possible.

Attend the La Crosse Diocesan convention and encourage other deanery and parish officers, and deanery and parish commission chairs to attend.

Attend and participate in the diocesan workshops, spirituality days, legislative days, and leadership programs. Encourage all women in deanery and parishes to attend because these programs are for everyone.

Best of all, enjoy the office! Your enthusiasm can be contagious and is a vital part of keeping the Diocesan Council of Catholic Women a vehicle to serve all of God’s people.

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