

**Student Leadership Positions**  
**Executive Board (E-Board)**  
**2021-2022**



UCatholic has many opportunities for students to serve the Lord and share their gifts. The Eboard positions below are open to active members of our ministry, undergraduate full-time students at UM. The positions are appointed after students have put forward their name for consideration. Each student leader works closely with the Chaplain and Campus Minister. Positions are active for both the Fall and Spring semesters.

**To submit your name**, please email [Michelle@ucatholic.org](mailto:Michelle@ucatholic.org) by Sunday, April 18. Eboard Elections will take place on Monday, April 19 at 9pm.

**General Leadership Commitments**

**Prayer:**

The basis and foundation of all that we do is prayer, so it is vital for our leaders to have an established daily prayer routine. This can be further discussed and ideas shared by chaplain or campus minister to find the best prayer routine for where you are at.

- Eboard is required to have a spiritual director or advisor (we can help you find one)

**Mandatory Meetings:**

**Before Fall Begins**

- **Leadership retreat** and planning day: this takes place before semester. Plans need to be arranged to come back to Miami early to be present
  - FALL 2021: early move -in on campus August 15.
  - August 16: leadership retreat day
- **UCatholic Fall Pre-Orientation Event:** this new, two day event will be run by our student leadership teams. It's a welcome event for our incoming freshman (Aug 17 & 18)

**During Semesters:**

- Weekly leadership formation meeting during the semester (1 hour)
- Weekly Eboard Meetings during the semester (1 hour)
- College Semester Retreat: dates released for both semesters by Aug 2021

**Involvement in UCatholic:**

- Participation beyond whatever your position requires of you is key to being on team and meeting the needs of our outreach
- Weekly 8pm Sunday College Mass
- And participation in another weekly event: Thursday Thrive, Womens/Mens bible study, societies, etc.

**Evangelization and outreach:**

Leaders need a heart open to growing in the missionary call of discipleship, sharing the journey with other students, and creating a welcoming environment at all events. All leaders should take personal initiative to reach out to students who come to the events as well as foster friendships beyond events.

### **Moral Leadership:**

The public behavior of a Christian leader is a critical aspect of serving in a campus ministry position. This is especially true in the areas of alcohol consumption, gossip, and chastity. Student Leaders take seriously their responsibility to be an example to the younger students and other leaders. If behavior of a leader is deemed to be publicly offensive or scandalous, or disrespectful to any of the staff or missionaries, the leader may be suspended or removed from his or her position. In particular, student leaders will observe legal limits on drinking and drinking age and will refrain from serving alcohol to minors or in any way facilitating underage drinking. Student leaders will refrain from sleeping at the apartment of someone of the opposite sex- most especially someone he or she is dating. Student leaders will dress in an appropriate way—that is, not sloppy or immodest—especially at Sunday Mass and ‘official’ Church events.

### **Student Eboard Positions**

**Positions:** The descriptions below are brief and serve only a basic outline of the responsibilities. Through prayer and meetings, each position will form their own creative vision and goals for the semester within at least the required tasks mentioned below.

### **Executive Board**

Eboard is the core team of UCatholic and has a greater commitment of time, service and involvement in the ministry than other positions.

#### *General Eboard Responsibilities:*

- Oversees the weekly events and outreach efforts of UCatholic, ensuring they run smoothly and provide support where needed to the other leaders
- Is in charge of the weekly Sunday College Mass announcements & social
- Plans and host the weekly Thursday Thrive event
- Helps to create and plan other needed events or activities that come up throughout the semester on a need basis
- Attends weekly meetings to pray, review the ministry, and plan for following week
- Leaders are expected to be present for the majority of events which occur, as their presence and example set the tone for the rest of the organization

#### *Specific E-board Position and Roles:*

### **President**

**Your Role:** The president must have a heart for campus ministry and an awareness of the need to have a Catholic presence on campus. He/she must have a deep desire to see the new evangelization succeed in its mission to bringing the Gospel to all corners of UM as well as see that each student God sends us can grow in their relationship with Christ. This is done through a regular prayer life – praying often for the guidance and the needs of campus ministry – and through consistent, personal outreach to students and encouragement to other leaders.

- Prayer warrior for the ministry and assist with plans for new evangelization
- Encourages student leaders & helps with follow up
- Assist with Outreach Team efforts
- Sets weekly agenda for E-board with campus minister

- Responsible for being the main contact with the University in reserving rooms, turning in documents on time, responding to emails about SGA or other business matters, and participating as CCM's main leader and representative

### **Vice President**

**Your Role:** Like the President, the VP is committed to prayer, evangelization, and to promoting a positive Catholic presence at UM. In addition, the VP is CCM's link to on-campus life, looking to make CCM more visible and involved in the University activities and events. The VP keeps Eboard informed of issues which arise on campus that we need to address as Catholic students. The VP should also make it a priority to support the efforts of evangelization.

- Coordinates our Homecoming involvement
- CCM representative along with presidents for SG business
- Assist in particular with main events at Homecoming for Alumni
- Creating plan to make sure we are VISIBLE on campus with treasurer through signage by banners, flyers, table tents, dorm digital flyers, etc.

### **Secretary**

**Your Role:** Taking meeting minutes for all Eboard and general leadership meetings. Assist with communication of Eboard and leaders, following up with people who are not responsive. Requires time set aside for following up with new students who register online or info card and the weekly CCM email

- Assist with data entry and communication to new members
- Takes minutes for meetings
- Sends out weekly email to all students with campus minister
- Assist in particular with communication to ALL leadership and follow up for formation meetings
- Is the first follow up with new students

### **Treasurer:**

**Your Role:** Assist with CCM-SGA budget and any financial request on campus. Helps with follow up of new students and outreach ideas on campus, especially dorm blessings. Helps with ensuring CCM is visible on campus through banners, digital or other signage need on campus or in residential dorms.

- SGA Budget and financial needs on campus
- Helps with data entry and new student follow up
- Assist in particular with main end of the semester events (banquets & senior send offs)
- Creating plan to make sure we are VISIBLE on campus with VP through signage by banners, flyers, table tents, dorm digital flyers, etc.

### **Historian:**

**Your Role:** Sharing the good and new history making that's taking place each semester. Taking photos at events, ensuring we are present and active on social media!! Helps with the effort to organize and share the history of CCM, especially at any alumni events.

- Creating a plan and being on top of our Social Media outreach (Instagram & Facebook)
- Assist in creating new CCM Marketing materials with campus minister (flyers, banner, tshirts, water bottles, etc.)
- Create new ideas on how evangelize through social media campaigns (videos on groupme and Instagram, etc.)
- Ensures that we take photos at events and continue to share with our community through social media

**I agree to the above responsibilities of my position in Eboard leadership, and acknowledge that taking on a role in this important ministry requires my true consent to give of myself for the good of the students through UCatholic at the university for the glory of God.**

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Signature of Chaplain** \_\_\_\_\_

**Date** \_\_\_\_\_