

Secretary/Treasurer Catholic Campus Ministry Virginia Commonwealth University

Description: “As each has received a gift, use it serve one another, as good stewards of God’s varied grace” (1 Peter 4:10). The Secretary/Treasurer helps to manage and organize the CCM Calendar and keep CCM organized through taking notes at meetings, etc. He/She also works to resource CCM funds, especially in regards to the funding offered by VCU for student orgs. The Secretary/Treasurer helps to organize fundraising for other events and ministries within CCM based on need.

Responsibilities:

- Maintain a healthy and balanced spiritual and Sacramental life in order to lead the community into a deeper life of prayer and living out the Gospel.
- Collect events from each ministry and publish CCM Calendar at the beginning of each semester. Continue to maintain and update calendar throughout the year.
- Take notes during staff and CCM Leadership meetings. Distribute these notes after each meeting, including action items, attendance, and reminders, and upload them to the Leadership Team Google Drive.
- Seek funding from VCU for large events, especially the Block Party, Alternative Spring Break Trip, and Thanksgiving Sunday Supper (for small group leaders). For funding events:
 - Communicate to CCM Staff and ministry chairs about university’s expectations for turning in paperwork to receive school funding for events and trips
 - Collaborate with ministry chairs in putting together a plan for turning in funding paperwork in a timely fashion
 - Be aware of deadlines and remind ministry chairs that deadlines are approaching
- Coordinate ASB fundraising with Social Justice chair and ASB committee head(s). It is NOT the job of treasurer to run ASB fundraising, but it is the responsibility of the treasurer to inform and remind chairs and committee heads of deadlines, especially as the deadlines are approaching.
- Train students, especially chairs and committee heads, in Cathedral fundraising opportunities including booting and snow shoveling. This includes keeping track of hours worked and funds raised