



## **Jacket Catholic Student Leadership Board Application**

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### **What is the Student Leadership Board?**

The Jacket Catholic Student Leadership Board covers a wide variety of responsibilities taken on by students through campus ministry at the Black Hills State University campus and Black Hills State University Newman Center. Students involved in this leadership board act as stewards of the Catholic faith and lifestyle through their actions, intentionally drawing others towards the Catholic faith. These members act as the student face of the Jacket Catholic ministry and work in collaboration with the FOCUS missionary team and Parochial team at St. Joseph's Catholic Church to cohesively live and pursue the mission of bringing people closer to God.

### **Who should fill this out?**

You should fill this out if you have a desire to be involved, to grow as a missionary disciple, to invest in the Catholic Community, and to be in a position of responsibility and leadership that will be an asset to your personal and professional growth.

### **EXECUTIVE BOARD POSITIONS** (fulfills campus requirement)

#### **President:**

- ❖ Responsible for conducting the entire board throughout the year.
- ❖ Conducts bi-weekly executive board meetings and conducts large-group meetings
- ❖ Main channel of communication from officers to the students (i.e. Announcements, if necessary) and makes sure all matters that consist of the students are dealt with in a timely and organized manner.
- ❖ The President works directly with FOCUS, the club advisor, and Chaplain (or his representative) through bi-weekly meetings, and continually strives to cast great vision for the Ministry.
- ❖ The President makes meeting agendas, attends the all-organization meetings held once a month by the Campus Activities Board, collaborates with all Jacket Catholic Leadership to produce accurate monthly reports, and delegates responsibilities appropriately to the rest of the team.

#### **Vice-President:**

- ❖ Assists the president in the role of overseeing the entire board and helps to make sure that all board members are conducting themselves properly and are handling their position well.
- ❖ Maintains an open and accurate calendar/scheduling communication with ministry members (Chaplains, Campus Administration, FOCUS).

#### **Secretary:**

- ❖ Takes minutes at all formal meetings of the board and distributes important information when necessary via email.
- ❖ Oversees other board activities, and handles written communications with board members, such as meeting reminders, deadlines, etc.
- ❖ Send out a weekly calendar email to the emailing list.

#### **Treasurer:**

- ❖ Responsible for keeping track of all student transactions and maintaining the Newman Club's on-campus account.

- ❖ Responsible for working with St. Joseph's Business Manager/Development Officer and filing reimbursements for students (if necessary).
- ❖ Holds offers responsible for maintaining and staying within the budget given by campus and St. Josephs
- ❖ Request funds from campus for Conference fees and travel fees.

**Promotions Officer:**

- ❖ Responsible for building a strong foundation for communication between the club, campus, and the community.(i.e.poster and flyer creation and distribution, digital and social media presence (Facebook, Instagram), photography and visual documentation of events)
- ❖ Delegates promotion responsibilities to appropriate event committee members if they are unable to attend, and timely collaboration with FOCUS missionaries on content.

***Expectations Of Newman Club Officers:***

- Distributing responsibilities for Newman Club events: organizing and facilitating at least one larger event per year. This includes: forming and leading a committee; establishing the date and description; forming and following a budget; establishing a purpose and goal for each event; and event promotion.
- Collaborating with all Executive Officers for Spring Formal
- Rotating representation at Newman Center Advisory Board Meeting
- Attending/participating in Campus Organization Fairs
- Bi-weekly executive board meetings

***Expectations of Chair Members:***

- Self motivation and able to work independently
- Communicate effectively with St. Joseph's Church contacts and volunteer organizations
- Delegate, fulfill necessary requirements, and encourage cooperation of Jacket Catholic members.
- Integrity with the various responsibilities placed upon these roles
- Accept feedback from Newman Center leadership and pastors

***Expectations of all Board Members***

- Meetings: At least 1 large group meeting per month, Jacket Catholic Leadership meetings as needed.
- Fulfilling responsibilities with honor and dependability
- Keeping a strong, positive presence on campus as a Catholic Club
- Helping students become more involved in their faith through missionary discipleship
- Taking 3+ hours of office hours per week (depending on student willingness; until hours are filled)
- Introducing students to the Newman Center and giving them options for involvement (ex. registration card)
- Willingness to fulfill additional responsibilities as they come up
- Cooperation with all Jacket Catholic Leadership Board members
- Availability through text and email throughout school-year and over summer break
- Maintaining a consistent presence at the Newman Center outside of meetings and scheduled office hours
- Developing and following through on achievable goals for Jacket Catholic Ministry
- Receiving feedback willingly and joyfully

What will happen with this application?

Applications will be reviewed by the Chaplain, (Ineligible) Board Members, Campus Advisor, Ministry Assistant, and FOCUS Team Director. Members will be selected and notified by 3/16 to allow for acceptance period. Public announcement on 3/22.