

Catholic Campus Ministry at Longwood University
Leadership Team

PRESIDENT

Description:

The role of the president is to be the face of CCM both within the organization and to the rest of the Longwood University community. Although they are not in charge of any particular ministry, they should focus on helping CCM function as a unified whole. This is largely done by taking care of day-to-day tasks, acting as an intermediary between the Leadership Team and the CCM Staff, regularly attending and helping with events in each part of the ministry, providing logistical, spiritual, and emotional support to other Leadership Team members, and communicating and referring issues to the CCM staff for guidance and resolution.

Duties:

1) Executive Duties

a) Leadership Team

- i) Prepare the weekly agenda and conduct Leadership Team meetings
- ii) Check the CCM online calendar and be aware of the events of the upcoming weeks. Be sure that other Leadership Team members are checking the calendar as well.
- iii) Provide support to members of CCM and the Leadership Team, but know when a situation needs to be handled by staff. Keep staff updated on concerns, issues, and the overall status of CCM. They are here to serve the students.
- iv) Encourage mutual cooperation among Leadership Team members and foster a spirit of gratitude towards the Leadership Team
- v) Regularly attend CCM events

b) Longwood Interaction

- i) Manage status with Lancer Link, including submitting the appropriate forms and attending the necessary meetings/workshops
- ii) Reserve rented vehicles from Longwood in advance and handle reimbursements
- iii) Schedule events on campus with the appropriate department
 - 1) Campus Mass, holy days, tabling, etc.

c) CCM Community

- i) Work with staff and Faith Formation Chair to select and invite speakers for Tuesday Night Dinners
- ii) Work with the Communications Chair to share information regarding weather-related closings

2) Campus Presence

a) Activity Fairs and Previews

- i) Coordinate these events by signing CCM up for them and scheduling people to man the tables. The president will be the main contact and will ensure that those who need to be there are present and have the materials they need.
- ii) After the events, reach out to students who signed up to participate in or receive communication from CCM

b) Organize an activity each semester with the Faith Formation Chair to reach out to campus

3) Welcome Week

- a) All Leadership Team members will participate in and lead Welcome Week activities

4) Administration

a) Meetings

- i) Attend all Leadership Team meetings unless significant circumstances intervene

b) Publicity

- i) Be sure photos are taken at events and sent to the Communications Chair