

ROSTER GUIDELINES

June Sayers Training October 10, 2020

ODCCW Roster includes: This roster is sent to all ODCCW Board members.

1. Spiritual Advisor
2. Elected Officers (President, Executive Officer, Secretary, Treasurer)
3. Vice Presidents (All Deanery Presidents)
4. Appointed Officers (Corresponding Secretary, Parliamentarian, Auditor)
5. Deanery Representatives (Three from each Deanery)
6. Past Diocesan Presidents
7. Deanery Spiritual Advisors (One from each Deanery)
8. Any members who holds an office at a higher level of Council who are in then Orlando Diocese (e.g. Secretary of FCCW, NCCW Leadership Commission, etc.)
9. Appointments, Commissions and Committees
 - a. Spiritual Commission (All members)
 - b. Service Commission (All Members)
 - c. Leadership Commission (All Members)
 - d. Legislative Advocacy Committee (All Members)
 - e. Finance/Budget
 - f. Auditor
 - g. Election Committee
 - h. Convention Core Team
 - i. Cornucopia/Newsletter
 - j. Publicity
 - k. By-Laws
 - l. Focus 11
 - m. June Sayers Committee
 - n. Membership Committee
 - o. Historian
 - p. AV Coordinator & Consultant
 - q. Nominating Committee
 - r. Jr. CCW at St. Ann's
 - s. Facebook
 - t. Esteemed Life Member
 - u. Personal Development Coordinator
 - v. NCCW Leadership Commission
 - w. Human Trafficking Task Force Representative
 - x. NCCW Leadership, Training & Development Team
 - y. ODCCW Webmaster

All members listed on this roster must have complete contact information (Name, Affiliation, Complete Mailing Address, Phone Numbers and Email Address). Once members have been listed with their contact information, only the names need to be included when identifying members of the committee, etc.)

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Deanery Roster for ODCCW: The Deanery Roster WITH the Affiliation Rosters should be sent to the ODCCW President as one document as well as shared with your Deanery Members and Affiliations.

1. Spiritual Advisor
2. Elected Officers (President, Vice President, Secretary, Treasurer)
3. Appointed Officers (Corresponding Secretary, Parliamentarian, Auditor, etc.)
4. Diocesan Representative (Three who were elected)
5. Past Presidents
6. Any members who holds an office at a higher level of Council who are in the Deanery. (e.g. ODCCW Treasurer, Secretary of FCCW, NCCW Leadership Commission, etc.)
7. Appointments, Commissions and Committees
 - a. Spiritual Commission Chair
 - b. Service Commission Chair
 - c. Leadership Commission Chair
 - d. Legislative Advocacy Committee Chair

All members listed on this roster must have complete contact information (Name, Affiliation, Complete Mailing Address, Phone Numbers, and Email Address). Once members have been listed with their contact information, only the names need to be included when identifying members of the committee, etc.)

Affiliation Roster for Deanery: This will be sent to your Deanery President. It can also be shared with your membership.

1. Spiritual Advisor
2. Elected Officers (President, Vice President, Secretary, Treasurer, Deanery Board Representative)
3. Appointed Officers (Corresponding Secretary, Parliamentarian.)
4. Appointments, Commissions and Committees
 - a. Spiritual Commission Chair
 - b. Service Commission Chair
 - c. Leadership Commission Chair
 - d. Legislative Advocacy Committee Chair

All members listed on this roster must have complete contact information (Name, Affiliation, Complete Mailing Address, Phone Numbers, and Email Address). Once members have been listed with their contact information, only the names need to be included when identifying members of the committee, etc.)

Affiliation Roster for Affiliation Membership: This should be sent to your Affiliation Membership.

This roster should include every member of your affiliation with their complete contact information (Name, Complete Mailing Address, Phone Numbers and Email Address). As an option you may include office held, birthday, etc.

All Level Rosters: Updates and changes to any of the rosters above should be shared with all those listed at that level as soon as possible.