

MCCFR Board Position Descriptions

President:

- provide leadership to council and peers
- preside at weekly meetings
- represent MCCFR at all pertinent functions both on and off campus
- delegate responsibility amongst other officers
- organize the new officer elections in the spring
- keep and update the MCCFR presidential file CD
- correspond with prospective students who show interest at open houses via email or letter
- meet with MCCFR faculty advisor regularly (Dr. Raeann Hamon)
- vote as part of the executive board when voting is required
- complete the Student Organizations Monthly Report for SGA
- complete the annual NCFR report

Vice President:

- conduct business as delegated by the president
- perform presidential duties in the absence or inability of the president
- reserve rooms, vans, etc. as needed for planned events and activities
- purchase supplies for events with funds taken from the allotted budget
- attend all weekly meetings
- vote as part of the executive board when voting is required
- keep record of all students in attendance of every event (needed for the Student Organizations Monthly Report for SGA)

Secretary:

- attend all weekly meetings
- record weekly minutes and prepare them for distribution via the HDFFS Listserv and posting them on the MCCFR website
- save all minutes to the secretarial file CD
- keep an organized hardcopy record of all minutes in the secretarial binder
- promote MCCFR activities via the Listserv, overheads and hardcopy advertisements when necessary
- provide announcements to department faculty for use/promotion in classes
- vote as part of the executive board when voting is required

Treasurer:

- attend all weekly meetings
- plan and propose the budget to the Messiah College Student Government Association
- maintain contact with the SGA VP of finance throughout the semester
- keep record of all financial transactions in the MCCFR semester ledger
- work with the SGA CP of Finance to obtain any reimbursements for officers
- work with students who drive vans for events to keep track of van charges
- vote as part of the executive board when voting is required
- provide financial information necessary for NCFR reports

Chaplain:

- attend all weekly meetings
- plan and advertise alternate chapels

- orchestrate a prayer chain via the Listserv
- plan and run either weekly, bi-weekly, or monthly praise and worship or Bible study time
- communicate with the Agape Center regarding possible service events for MCCFR and its members
- vote as part of the executive board when voting is required

Membership Committee: Chair/Head:

- attend weekly meetings
- keep accurate records of all MCCFR members including contact information
- be actively involved in communicating with and welcoming new HDFS/FCSE transfer students or majors via mail, phone, email and/or lunch
- vote as part of the executive board when voting is required
- preside over the Mentorship Network Chair, NCFR Conference coordinator and the Membership reps

Mentorship Network Chair:

- attend all weekly meetings
- maintain the Mentorship Network notebook
- update statuses of individuals involved in the Mentorship Network
- create and maintain mentor-student connections
- recruit individuals for the Mentorship Network
- advertise the Mentorship Network and its benefits
- facilitate connections with HDFS alumni
- serve as liaison between the board and HDFS/FCSE students by obtaining opinions and concerns, and actively advertising MCCFR events

NCFR Conference Coordinator:

- attend all weekly meetings
- educate students about the benefits and logistics of the annual NCFR Conference
- work with the HDFS fundraising committee to help with conference costs
- maintain contact with faculty advisor of HDFS fundraising committee (Dr. Hamon)
- organize meetings for those students attending the conference
- continue email communication throughout the summer with students attending the conference

Membership Representative:

- attend weekly meetings
- serve as liaison between the board and HDFS/FCSE students by obtaining opinions and concerns, and actively advertising MCCFR events
- Assist Membership Committee Chair/Head in communication with new and prospective students
- In the case that no one is elected for the position of NCFR Conference Coordinator, Membership Representative will assume the responsibilities of that position in addition to the responsibilities listed above (the NCFR conference coordinator is a membership representative with specialized duties)