

# **Job Description of Duties for Local Fraternity Officers Regional Fraternity of Eastern Canada**

**Abridged and Revised October 29, 2021 (MD)**

## **Preamble**

### **Article 52.5 of the General Constitution**

The provisions regarding the rights and duties of the vice-minister, the secretary and the treasurer apply, with the appropriate adaptations, **to all levels.**

### **Article 82 of the General Constitution**

The following are incompatible:

- a. the office of minister at two different levels;
- b. the offices of minister, vice-minister, secretary and treasurer at the same level

## **The Role of the Local Council**

1. The local council is constituted according to the provisions of the national and regional statutes. At the heart of the council there can be set up an executive council (or board) whose duties are determined by those same statutes.
2. The council has the following duties:
  - a. to prepare the celebration of the elective chapter;
  - b. to promote, animate, and co-ordinate the life and activities of the OFS and its insertion into the local Church within the regional area;
  - c. to detail the action plan of the OFS within the local community according to the directives of the regional council and in collaboration with it and to publicize that program to other local fraternities;
  - d. to communicate the directives of the regional and national council and of the local Church to the local fraternity;
  - e. to provide for the formation of those responsible for animation;
  - f. to offer to the local membership activities which support their formative and operative needs;
  - g. to discuss and approve the annual report to the regional council;
  - h. to schedule, when circumstances recommend so, the fraternal visit to the local fraternity, even if it is not requested;
  - i. to make decisions regarding the use of available funds and, in general, to deliberate on matters regarding the financial management and the economic affairs of the local fraternity;
  - j. to have, before its term of office is finished, the local fraternity's financial and real estate situation audited either by an expert who is not a member of the council;
  - k. to perform such other duties as are indicated by the Constitutions or necessary to achieve its own aims.

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## **The Local Minister**

1. While firmly upholding the co-responsibility of the council to animate and guide the fraternity, the minister, as the primary person responsible for the fraternity, is expected to make sure that the directions and the decisions of the council are put into practice and will keep the council informed about what he or she is doing.

2. The minister also has the following duties:

- to call, to preside at, and to direct the meetings of the local fraternity and council; to convoke every three years the elective chapter of the fraternity, having heard the council on the formalities of the convocation;
- to prepare the annual report to be sent to the regional council of the higher level after it has been approved by the council of the fraternity;
- to represent the fraternity in all its relations with ecclesiastical and civil authorities. When the fraternity acquires a juridical personality in the civil order, the minister becomes, when possible, its legal representative;
- to request, with the consent of the council, the pastoral and fraternal visits, at least once every three years.
- to put into effect those acts which the Constitutions refer to his or her competence.

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**The Local Vice-minister**

The vice-minister has the following duties:

- to collaborate in a fraternal spirit and to support the minister in carrying out his or her specific duties;
- to exercise the functions entrusted by the council and/or by the assembly or chapter;
- to take the place of the minister in both duties and responsibilities in case of absence or temporary impediment;
- to assume the functions of the minister when the office remains vacant.
- attend all local Council meetings;
- take part in the deliberations and decisions of the local Council;
- familiarize themselves with the International, National, and Regional documents, including the General Constitutions, Statutes, Formation programs, procedures and Ritual;
- to co-ordinate the activities of certain local Council committees, and/or ad-hoc committees when assigned by the Local Minister or Council.

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## The Local Secretary

The secretary has the following duties:

- to have at least:
  - a) a Register of enrollments (admissions, professions, transfers, deaths, and every other important annotation relative to the individual members;
  - b) the register of minutes of the council;
  - c) and the register of administration.

- to compile the official acts ...
  - minutes of council meetings
  - telephone directory,
  - membership directory
  - reports, surveys, etc.

of the fraternity and of the council and to assure that they are sent to their respective proper recipients;

- to provide for the communication of the more important facts about the local fraternity to the regional level and, if appropriate, to provide for their dissemination through the mass media;
- The Local Secretary may appoint a Secretarial Assistant who shall attend meetings of the Local Council for the purposes of recording minutes and generally assisting the Local Secretary. **Because this position is not an office of the Council, the Secretarial Assistant shall not vote on any matter.**

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**Local Director of Formation**

The director of formation has the following duties:

- to co-ordinate, with the help of the other members of the fraternity, the formative activities of the fraternity;
- to instruct and enliven the inquirers during the time of initiation, the candidates during the period of initiation formation, and the newly professed;
- to inform the council of the fraternity prior to profession, concerning the suitability of the candidate for a commitment to live according to the Rule;
- make known and promote Franciscan spirituality and programs of formation throughout the country;
- establish liaisons with the Regional Director of Formation to distribute formation material;
- perform such duties as the Minister and the Local Council may designate.

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**The Local Treasurer**

The treasurer has the following duties:

- to guard diligently the contributions received, recording each receipt in the appropriate register, with the date on which it was given, the name of the contributor, or the one from whom it was collected;
- to record in the same register the items of expense, specifying the date and the purpose, in conformity with the directions of the fraternity council;
- to render an account of his or her administration to the assembly and to the council of the fraternity according to the norms of the national statutes;
- to present the financial records and any financial statements to the members of the Local Council upon request;
- at the direction of the Local Council, to pay out money as the business of the Local Fraternity may require;
- to make all payments by cheque only;
- to prepare budget estimates and forward them to the Local Council, and
- to present the financial records audited by a person independent of the council and knowledgeable to do so, before the end of the Council's mandate and a final report given to the Regional Council.