

## **National Treasurer**

- ❖ The National Treasurer when appointed becomes one of the three trustees of The Union of Catholic Mother's; the other two trustees are National President and National Secretary.
- ❖ The three trustee officers work closely as a team regarding all matters relating to U.C.M.
- ❖ The National Treasurer needs to be fully conversant with all aspects of bookkeeping and banking.
- ❖ Have an insight into accounting procedures...
- ❖ Have a proven work record with accounts.
- ❖ The National Treasurer is responsible for keeping accurate records and accounts of all money transactions throughout each year.
- ❖ Financial accounts must be prepared to December 31st each year, then passed to a qualified accountant for Auditing and consolidating.
- ❖ All ledgers and bank reconciliations should be kept up to date at all times for inspection if needed.
- ❖ The National Treasurer must also keep a yearly listing of all Foundations complete with names and addresses of each paid up member. This is a requirement of the Charities Commission.
- ❖ Logging of members eligible to Gift Aid from their membership fees also has to be submitted on a yearly basis to Customs and Excise to claim repayment.
- ❖ The National Treasurer liaises yearly with the National Media Officer and Diocesan Treasurers regarding The Catholic Mother newspaper distribution.
- ❖ The National Treasurer should be available to give advice at all times.

## **National Secretary**

- ❖ the National Secretary when appointed becomes one of the three trustees of The Union of Catholic Mother's; the other two trustees are National President and National Treasurer.
- ❖ The three trustee officers work closely as a team regarding all matters relating to U.C.M.
- ❖ deals with incoming and outgoing correspondence, emails and telephone calls generated from day to day.
- ❖ in conjunction with the National President and Treasurer compiles the Agenda for Meetings; takes the minutes of the meetings, transcribes and circulates minutes. There is a minuting Secretary for National Council and the Executive Meeting.
- ❖ in conjunction with the National President and Treasurer sets dates for meetings
- ❖ books the venues for National Meetings, Masses, Events
- ❖ deals with the bookings for members and guests attending National Council and with the venue where it is being held.
- ❖ deals with all the administration tasks that arise in relation to the two previous points
- ❖ maintains an up to date list of contact details of national and diocesan officers
- ❖ Compiles an Annual Report for the AGM
- ❖ Liaises with National Officers re attending meetings of other organizations
- ❖ The National Secretary should be available to give advice at all times.

## **VICE-PRESIDENT**

- ◆ Represents the National President or other National Officers when the need arises.
- ◆ Has responsibility for the Mass kit and undertakes the duties of Sacristan at National Council, Executive Meeting and Committee Meetings
- ◆ Liaises with the Diocese responsible for preparing the Liturgy for National Council
- ◆ Attends Meetings relating to Justice & Peace issues.
- ◆ Attend the non-executive meetings of the National Board of Catholic Women. (NBCW)
- ◆ Administers the work of the Daily Mass Scheme
- ◆ Monitors the Friends Circle
- ◆ Devise and update the Liturgy Rota

## **International Officer**

- UCM Representative to CAFOD
- Attends meetings of Progressio
- Attends the Ecumenical Forum of European Christian Women
- Together with the National President represents The UCM at the 4 yearly General Assembly and the four yearly European Assembly of WUCWO
- Represents The UCM on the Catholic Woman of the Year Committee
- Sources information from WUCWO between assemblies and disseminates it to members

**For more detailed information in relation to any of the advertised posts please contact the National Secretary**

**Tel: 0151 489 5144 email: [angela.batey@btinternet.com](mailto:angela.batey@btinternet.com)**

**All nomination/recommendation forms together with a copy of the candidate's CV to be sent by  
Monday 28<sup>th</sup> November 2011**

**to the National Secretary : Mrs Angela Batey, 27 Beechburn Road, Liverpool L36 4NE**