



NCYAMA Executive Board

The NCYAMA Executive Board is the central governance of the National Catholic Young Adult Ministry Association comprised of six discerned roles (President, Vice President, Secretary, Treasurer, Marketing Coordinator, and Development Coordinator) with a USCCB Staff Liaison, an Episcopal Moderator, and the Executive Director. In addition to their specific tasks, the general purposes of this leadership body are:

- To vision and set goals for the future of NCYAMA and the young adult ministry field
- To elect and evaluate the NCYAMA Executive Director and continually respond to and advise him/her on the various tasks and projects that he/she is currently working on
- To organize, schedule, and approve the governance, financial, and logistical aspects of NCYAMA – and to select and hold accountable the lead agents, committees, and task groups within the national organization's structure

The Executive Board meets monthly by conference call as well as by regular electronic communications. The Board can meet up to twice annually in person, but at least once per year in partnership with the annual meeting of the NCYAMA National Leadership Council.

Executive Board members are expected to serve a two-year term and are discerned in the last quarter of every even-numbered year, with terms beginning January 1 or February 1 of every odd-numbered year. Each position is discerned by the National Leadership Council and the current Executive Board. While there is no fee or cost to join the Executive Board, representatives are asked to pay for their own transportation and accommodations for any in-person board meetings. However, if an Executive Board member should travel on behalf of NCYAMA for a speaking engagement, representation at other gatherings, etc., those travel and registration costs would be covered by the organization.

Below are the duties and expectations of each Executive Board position:

Board President

- To chair the meetings, manage the tasks, and hold accountable the Executive Board
- To set an annual vision for NCYAMA, prioritizing the tasks, projects, and resource development that the organization is currently or will potentially be engaged
- To meet regularly with the Executive Director to assess the organization and the progress of various tasks
- To represent the leadership bodies of NCYAMA in communication pieces, conferences, collaborative partnerships, and with those in church leadership across the country, in tandem with the Executive Director

Vice President

- To chair the meetings, manage the tasks, and hold accountable the National Leadership Council (in other words, the Exec Board VP serves as the Chair of the Council)
- To communicate with the NFCYM staff to ensure the NCYAMA national database is updated and to connect with each Regional Representative so that NCYAMA and each Council members has the most updated version of their respective region's database
- In the absence of the President, to fulfill the Board President's duties and responsibilities

Secretary

- To take notes and post the minutes of the meetings (conference calls, in-person gatherings, etc.) of the Executive Board and National Leadership Council
- To communicate with the NFCYM staff in regards to the NCYAMA website and the monthly NCYAMA e-newsletter
- To secure content for the NCYAMA website and e-newsletter by holding accountable writers and contributors, and if necessary, to upload or create any such content

Treasurer

- To develop the NCYAMA annual budget, working in partnership with the NFCYM staff, and soliciting the final approval of the budget by the Executive Board
- To communicate all matters related to budget and NCYAMA finances to the Executive Director, the Executive Board, and the National Leadership Council
- To work with the NFCYM staff in regards to taxes, fees, and other financial matters

Marketing Coordinator

- To develop a marketing plan for NCYAMA and its various activities and initiatives, and to present, receive feedback on, and then carry out the plan in cooperation with the Executive Board and the National Leadership Council
- To continually work on branding the organization and creating materials for display at conferences, events, and collaborative partnerships
- To work in partnership with the Secretary on using the organization's communication tools to promote and advertise the work and projects of NCYAMA
- To assist in the publicity and marketing efforts for the various task groups and committees within the NCYAMA organization, as needed

Development Coordinator

- To set and carry out a vision for development and fundraising for the organization, and to present, receive feedback on, and then carry out the vision in cooperation with the Executive Board and the National Leadership Council
- To coordinate at least one annual appeal for NCYAMA and to work on at least one grant solicitation for NCYAMA each year
- To work in partnership with the Treasurer on finding ways to budget accordingly for any possible grant or appeal income (and any costs related to fundraising)
- To assist in the fundraising and solicitation efforts for the various task groups and committees within the NCYAMA organization, as needed

Should Executive Board members fall short of these expectations to a significant degree, it is the right and duty of the other NCYAMA Executive Board members and the Executive Director to communicate these concerns to the individual in question and, should that member be unresponsive, show no signs of improvement, or generally disagreeable to the mission of the organization, remove that person from a leadership role in the NCYAMA organization.

Conversely, should Executive Board members achieve these expectations, the NCYAMA organization will most surely benefit from their efforts and by consequence, the field of young adult ministry will also become stronger in the Catholic Church across the United States.

To help the Executive Board carry out their individual and collective duties, NCYAMA has included three additional people on the Board:

- **the USCCB Staff Liaison**, who is typically the Coordinator of Youth & Young Adult Ministry on the staff of the United States Conference of Catholic Bishops in Washington, DC, and their Committee on Laity, Marriage, Family Life, and Youth; this person brings to the Executive Board the current issues and priorities that the USCCB is working on, especially those that pertain to young adults and young adult ministry
- **the NCYAMA Episcopal Moderator**, a bishop who is discerned by organization every few years to be the chaplain, spiritual guide, and voice of the collective body of bishops in the United States to the NCYAMA organization; the Episcopal Moderator can also serve as a member of the USCCB Committee on Laity, Marriage, Family Life, and Youth
- **the NCYAMA Executive Director**, elected by the Executive Board every few years to be the public face of NCYAMA, to handle any daily communications and logistical tasks, to serve as the primary contact person for the organization, and to travel on behalf of the Executive Board and National Leadership Council for training, conferences, collaborative partnerships, and for other projects in which NCYAMA is currently engaged; this person can also serve as an advisor to the USCCB Committee on Laity, Marriage, Family Life, and Youth

Together these people make up the principle governance of the organization, in consultation with the National Leadership Council, to ensure the continued growth and presence of NCYAMA in the landscape of the Catholic Church in the United States.