Marianist Lay Network of North America

Leadership Model 2014
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I. Marianist Lay Network of North America (MLNNA) Leadership Team

The MLNNA Leadership Team will be organized according to the “Three Offices” of Fr. Chaminade: Zeal, Instruction, and Temporalities. By so doing, the Leadership Team will embrace the concerns of Jesus Christ, son of Mary, as priest, prophet, and servant-leader, that is, by the way Jesus prayed, taught, and worked.

The Office of Spirituality (Zeal) encompasses prayer life, formation in the Marianist Charism, community building, and fostering interdependence. The Office of Education (Instruction) emphasizes rootedness in Marianist heritage, communications, networking, and programming. The Office of Temporalities involves hospitality, material resources, finances, justice concerns for the marginalized, and stewardship of God’s creation.

The Leadership Team is comprised of Marianist Laity who are:

- Formed in the Catholic and Marianist Tradition
- Committed to the Marianist Charism, values, and mission

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• Characterized by honesty, integrity, and conscientiousness
• Skilled servant-leaders who operate with a collaborative style
• Experienced in Marianist Life (i.e. MLC, Affiliation, Associates)
• Capable of establishing mutually beneficial relationships with diverse groups of people.
• Engaged in life-long learning, prayer, self-reflection, and development
• Motivated to inclusively invite others to embrace Marianist values and vision
XXV.

II. Organizational Chart

XXVI.
III. Proposed MLNNA Leadership Model

Three Office Structure

Chair - 4 year term, plus 1 elect year, Member of the Corporation, Voting Member

Chair Elect - Transitional Position (elected). Year of formation and Elected 1 year prior to Chair’s transition

Office of Spirituality (Head) - 4 year term (renewable), Member of the Corporation, Voting member

Task Support Volunteer - Marianist Lay Faith Initiative, Delegate/Connector
Task Support Volunteer (2-3) as needed

Office of Education (Head) - 4 year term (renewable), Member of the Corporation, Voting member

Coordinator of Communications (Invited/Appointed)
Meeting Assistant (Minutes Keeper) (Invited/Appointed)
Task Support Volunteer (Assembly Liaison)
Task Support Volunteer (2-3) as needed

Marianist Family Regional Council Representatives/Area Representatives

Office of Temporalities (Head) - 4 year term (renewable), Member of the Corporation, Voting member

Treasurer (Invited/Appointed)
Task Support Volunteer Marianist Social Justice Collaborative Delegate (Invited/Appointed)
Task Support Volunteer (2-3) as needed

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2 “MLNNA By-Laws Amended 2003-07” Article 4 & 7c; & “MLNNA Membership Leadership 2005” p. 2
3 “MLNNA By-Laws Amended 2003-07” Article 4 & 7c; & “MLNNA Membership Leadership 2005”
4 “MLNNA By-Laws Amended 2003-07” Article 4 & 7c; & “MLNNA Membership Leadership 2005”
5 “MLNNA By-Laws Amended 2003-07” Article 4 & 7c; & “MLNNA Membership Leadership 2005”
6 “MLNNA By-Laws Amended 2003-07” Article 7c
Two at Large “Counselors” (Invited by Leadership Team)

Could possibly be Administrator of Communications

a. Will be balanced demographically; for example, by age and region

International Representative Invited Guest if from North America, (Non-voting)

Spiritual Advisor “Assessor” (Invited/Appointed), (Non-voting)

Elections

Elections are held for Chair

One year prior to Chair’s transition, elections are held for Chair Elect

Elections are held for Three Offices positions

Candidates would discern which of the Three Offices they will embrace

Election process is evolving, Vetting, Nominations, Electronic Voting

Terms

Chair 5 years; no extension

Offices and “At Large” - 4 years; one extension of four years

Invited/Appointed Positions - 4 years; one extension or duration of task

Determine how to handle replacements mid-term?

Extension would be granted by two-thirds of the Leadership Team voting members by a majority vote

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7 “MLNNA By-Laws Amended 2003-07” Article 4, 7e; & “MLNNA Membership Leadership 2005” p. 2-3
8 “MLNNA By-Laws Amended 2003-07” Article 7
IV. General Duties and Responsibilities of the Leadership Team

- Carry out duties of elected/invited office or assignment
- Perform tasks and action items from conference call meeting and be accountable for such duties\(^9\)
- Be intentionally present to membership through an ongoing process of listening to the body and leading in light of what they hear.
- Embody key characteristics and values of the Marianist Family including hospitality, community, equality among all, authority being “Role without Rank,” inclusivity, accountability, mission oriented to justice concerns/identification with the poor.
- Lead membership to collaborative efforts between religious and lay branches.
- Commit to their own individual formation in the Marianist charism.
- Be responsible and accountable to membership for goals and bylaws established\(^10\)
- Maintain frequent contact with each other, membership, and the broader Marianist Family through established communication channels (i.e., face-to-face, text, e-mail, newsletter, direct phone contact)
- Collaborate with Regional and National Marianist Family Council leadership members as requested or needed\(^11\)
- Be involved in the overall selection of individual “Office Task Support” persons to assure best qualified individuals are considered and invited.
- Participate in monthly conference calls, the bi-annual Leadership Team retreat, and Continental Assemblies.

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\(^11\) “MLNNA By-Laws Amended 2003-07” Article 2
Summary

The Chair of MLNNA will provide leadership and direction to the organization. The Chair will play an integral part in stimulating membership to live and grow in a lay expression of Marianist commitment. The Chair will nurture a culture within MLNNA that promotes Mary as Christ-bearer as its model and advances mission actions of justice and service to the marginalized. He or she will provide support, direction, and mentoring to those working and volunteering in support of MLNNA. He or she will be accountable to membership regarding the Leadership Team’s accomplishment of established goals and adherence to by laws. The Chair will embrace the Marianist Charism and give witness to the vision/mission of MLNNA.

Specific Duties and Responsibilities

- The Chair is and Officer of the Corporation and President for the Corporation\(^\text{12}\)
- Upon taking office, the Chair, in consultation and with and collaboration of the Leadership Team, will provide to membership\(^\text{13}\) a vision and work plan with prioritized actions, and dates to accomplish goals in support of the Vision/Mission/Values Statements of the Strategic Plan.
- Animates the office heads by encouraging each in their own distinct vision to every discussion, holds the tensions together and directs the Team toward a common end through a creative synthesis\(^\text{14}\) of the emphases of each office.
- Facilitates the Leadership Team meetings & conference calls.

\(^\text{12}\) “MLNNA By-Laws Amended 2003-07” Article 7; & “MLNNA Membership Leadership 2005” p 3
\(^\text{13}\) “MLNNA By-Laws Amended 2003-07” Article 3; & “MLNNA Membership Leadership 2005” p. 1
- Attends and is a contributor to the Marianist Family Council of North America meetings as official MLNNA representative and a voice for all Marianist Laity and represents MLNNA to other branches of the Marianist Family.\textsuperscript{15}
- Accountable for the fiduciary responsibilities of MLNNA and assures transparency.\textsuperscript{16}
- Initiates the annual fundraising appeal in partnership with Head of temporalities.
- Assembles an annual budget in conjunction with the Office of Temporalities and the Treasurer and publishes to membership.\textsuperscript{17}
- Writes an annual report specifying progress on established goals and how money received was used and shares with membership.\textsuperscript{18}
- Makes a “State of the MLNNA” report at each Continental Assembly.
- Term of 4 years plus one “Elect Year.”\textsuperscript{19}

\textbf{Office of Spirituality}

\textbf{Summary}

The Head of the Office of Spirituality will be the heart of the MLNNA Leadership team. He or she will provide tools to enhance prayer life, promote Family spirit, and offer guides for rituals and liturgical events. The Head will witness and promote the embodiment of the Marianist charism and provide resources for ongoing formation of membership. The Head will promote leadership and skill development for the Regional Council Leadership, and local MLC leadership.

\textsuperscript{15} “MLNNA By-Laws Amended 2003-07” Article 2; & “MLNNA Membership Leadership 2005” p. 2
\textsuperscript{16} “MLNNA Membership Leadership 2005” p. 1 – MLNNA is a Not for Profit Organization incorporated in 1993. Under law, MLNNA must be transparent with its financial transactions and provide a report to its membership and any other organization requesting its public records. For this purpose, it is incumbent on the leadership to publish clear, transparent, reports for its membership and broader public to access.
\textsuperscript{17} Ibid.
\textsuperscript{18} Ibid.
\textsuperscript{19} “MLNNA By-Laws Amended 2003-07” Article 4; & “MLNNA Membership Leadership 2005” p. 2
Specific Duties and Responsibilities

• Officer of the Corporation and in the absence of the Chair is the acting President for the Corporation.²⁰
• Upon taking office, the Head of the Office of Spirituality, in consultation and with collaboration of the Leadership Team, will provide to membership a vision and work plan with prioritized actions and dates to accomplish goals in support of the Vision/Mission/Values Statements of the Strategic Plan.
• Attends and contributes to the Marianist Family Council of North America meetings, with the Chair, as an official MLNNA representative.²¹
• Initiates collaboration with Marianist Sisters and Brothers to identify best practices in formation that can be shared across the three branches. Will work with other established Marianist entities (North American Center for Marianist Studies, Marianist Lay Faith Initiative, Office of Formation for Mission) to assist in the development of formation programs for membership and foster the establishment of new lay communities.
• Connects membership to initiatives and resources to provide ongoing formation opportunities as an integral part of the Marianist journey.
• Assembles, in collaboration with the Leadership Team, the support task persons needed to support the office in the vision and mission of MLNNA.
• Term of 4 years plus one extension.²²

Office of Education

Summary

The Head of the Office of Education will be the primary source of information and communication to membership. The Head will be a ressource in assisting membership to

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²⁰ "MLNNA By-Laws Amended 2003-07" Article 7; & “MLNNA Membership Leadership 2005” p. 3 – may represent in place of the president [also known as the chair].
²¹ Ibid.
²² "MLNNA By-Laws Amended 2003-07" Article 4; & “MLNNA Membership Leadership 2005” p. 2
be grounded in the Marianist heritage. Additionally, she or he will be the primary connector to the various expressions of Marianist lay life\textsuperscript{23} and establish ways to develop ongoing relationships. The Head will promote leadership and skill development for the Leadership Team, and continually work at effective communication strategies to reach membership.

Specific Duties and Responsibilities

- Officer of the Corporation and Communications and Strategic Officer for the Corporation.\textsuperscript{24}
- Upon taking office, the Head of the Office of Education, in consultation and with and collaboration of the Leadership Team, will provide to membership a vision and work plan with prioritized actions and dates to accomplish goals in support of the Vision/Mission/Values Statements of the Strategic Plan.
- Advances ongoing initiatives, that will attract new membership and sustain current membership to be part of a vibrant Marianist Lay network.\textsuperscript{25}
- Collects and communicate information to membership via email newsletter including:
  - Leadership Team meeting highlights
  - News from Regional Councils and area representatives
  - News as appropriate from other branches of the Family
- Builds relationships and acts as a liaison to Regional Councils and area representatives.\textsuperscript{26}
- Maintains the MLNNA Web page.
- Promotes MLNNA via the Web page and other appropriate resources.
- Assembles, in collaboration with the Leadership Team, the support task persons needed to support the office in the vision and mission of MLNNA.
- Acts as liaison between the Leadership Team and the Chair of the Continental Assembly.
- Term 4 years plus one extension.\textsuperscript{27}

\textsuperscript{23} “MLNNA By-Laws Amended 2003-07” Article 3; & “MLNNA Membership Leadership 2005” p. 1
\textsuperscript{24} “MLNNA By-Laws Amended 2003-07” Article 7; & “MLNNA Membership Leadership 2005” p. 3
\textsuperscript{25} “MLNNA By-Laws Amended 2003-07” Article 2-3; & “MLNNA Membership Leadership 2005” p. 1
\textsuperscript{26} “MLNNA By-Laws Amended 2003-07” Article 2
\textsuperscript{27} “MLNNA By-Laws Amended 2003-07” Article 4; & “MLNNA Membership Leadership 2005” p. 2
Office of Temporalities

Summary
The Head of the Office of Temporalities brings to the attention of the Leadership Team and the general membership challenges in the areas of justice, mercy and the integrity of creation. The Head will be the primary steward of MLNNA ressources. She or he is responsible for the fiduciary responsibilities of MLNNA.

Specific Duties and Responsibilities

- Officer of the Corporation and Executive Secretary of the Corporation.
- Upon taking office, the Head of the Office of Temporalities, in consultation and with and collaboration of the Leadership Team, will provide to membership a vision and work plan with prioritized actions and dates to accomplish goals in support of the Vision/Mission/Values Statements of the Strategic Plan.
- Responds to membership’s calls for peace, justice and the integrity of creation in today’s world and inspires membership engagement in the Marianist Social Justice Collaborative initiatives.

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30 “MLNNA By-Laws Amended 2003-07” Article 4; & “MLNNA Membership Leadership 2005” p. 2
31 “MLNNA By-Laws Amended 2003-07” Article 2 – Under the office of “Peace, Justice, and the Integrity of Creation” the Society of Mary represents the Marianist Family as a Non-Governmental Organization at the United Nations. This member serves on various committees to advise the actions of the United Nations and from time-to-time requires support from the Marianist Family.
• Networks with other religious bodies in the area of Peace, Justice and the Integrity of Creation.32
• Assures that all fiduciary responsibilities are completed transparently and professionally.33
• Practices good stewardship principals with regard to all MLNNA resources, provides a monthly budget report to leadership.34
• Implements the annual fund raising appeal.
• Acts to fulfill the Banking procedures of MLNNA assets.
• Supervises the Treasurer and all assigned activities.35
• Supervises the Secretary (paid) and coordinates tasks with the Philadelphia Office NACMS Supervisor
• Manages/controls the “National Directory” data base of membership, who has access, and for what purpose.
• Drafts Annual Budget.36
• Assembles, in collaboration with the Leadership Team, the support task persons needed to support the office in the vision and mission of MLNNA.
• Term 4 years plus one extension.37

At Large
(2 Positions)

Summary

These positions (invited/appointed) will be used primarily to allow the Leadership Team to be diversity balanced. Also, they will be asked to consider the sustainability of the Leadership Team regarding potential leadership recruits.

32 “MLNNA By-Laws Amended 2003-07” Article 2
33 “MLNNA Membership Leadership 2005” p. 1 – MLNNA is a Not for Profit Organization incorporated in 1993. Under law, MLNNA must be transparent with its financial transactions and provide a report to its membership and any other organization requesting its public records. For this purpose, it is incumbent on the leadership to publish clear, transparent, reports for its membership and broader public to access.
34 “MLNNA By-Laws 2003-07” Article 7c; & “MLNNA Membership Leadership 2005” p. 3
35 “MLNNA By-Laws 2003-07” Article 7c; & “MLNNA Membership Leadership 2005” p. 3
36 MLNNA Membership Leadership 2005” p. 1 – MLNNA is a Not for Profit Organization incorporated in 1993.
37 “MLNNA By-Laws Amended 2003-07” Article 4; & “MLNNA Membership Leadership 2005” p. 2
Specific Duties and Responsibilities

• Possible assignments
  o Direct support to any of the Three Offices regarding a specific assignment / task
  o Community Development responsibilities
  o Assembly coordinator
  o Election coordinator, as assigned

• Invited Term 4 years plus one extension.

Summary

A Spiritual Advisor will be invited from the Marianist Family to walk with the MLNNA Leadership Team in the role of spiritual companion.

Specific Duties and Responsibilities

• Shares spiritual reflections with the Leadership Team.
• Utilizes his or her faith experience and vision to challenge the Leadership Team regarding future direction and assists in reading the signs of the times.
• Joins phone conferences, as well as, any face-to-face meetings, as needed.
• Participates fully in bi-annual retreats and Assemblies as a community partner; that is, as one who walks with the community, sharing the journey equally, offering a different perspective, and partnering in drawing from Marianist tradition and spirituality.

38 “MLNNA Membership Leadership 2005” p. 2
39 “MLNNA By-Laws Amended 2003-07” Article 4; & “MLNNA Membership Leadership 2005” p. 2
- Has experience with Marianist Communities and Lay formation.
- Listens well and knows when to speak, when to advise, and when to be detached.
- Non-voting member of the Leadership Team.
- Invited Term 4 years plus one extension

**International Representative (Ex Officio)**

### Specific Duties and Responsibilities to the IOC

- Listen to the needs and concerns of the National Responsibilities in your Region.
- Keep in communication with all the National Responsibilities in your Region.
- Communicate with and inspire the MLCs and individual Marianist Laity in your region through media such as a regular newsletter, i.e. Gifts & Tasks.
- Bring the needs of your region to the annual International Team meeting in Rome each November.
- Represent your Region to the World Council of the Marianist Family Meeting in Rome each November and other international Marianist meetings when invited.
- Be an active, contributing member of the International Team throughout the year.
- Election: By delegates from the region at the International Assembly every 4 years
- Term: 4 years. Term limit: 2 terms

### Specific Duties and Responsibilities to the MLNNA

- In N. America, the Regional Responsible sits as an ex-officio member of the Leadership Team of MLNNA.
- Attend and support Regional Assemblies that bring together the countries in close proximity to each other. In N. America that would be the Continental Assembly sponsored by MLNNA every 3 years.
V. Appendix

Other supportive positions designed to support the Leadership Team in accomplishing its goals.40

**Treasurer**

Specific Duties and Responsibilities41

- Reports to the Head of Temporalities.
- Maintains MLNNA Checking Account, credit card, and financial records.
- Provides Head of Temporalities a monthly update on expenses and budget to date.
- Pays all bills and regular expenses office/secretarial/team travel.
- Files annual tax return.
- Helps plan annual budget.
- Notifies Chair to write thank you notes for contributions.
- Possesses possible CPA background and is knowledgeable of accounting procedures.
- Appointed at the discretion of the Leadership Team

**Marianist Social Justice Collaborative Delegate**42

Specific duties and responsibilities:

*Matt Dunn is writing*

Appointed at the discretion of the Leadership Team

**Marianist Lay Formation Initiative Delegate**43

Specific duties and responsibilities:

Possible Future position

Appointed at the discretion of the Leadership Team

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40 “MLNNA By-Laws Amended 2003-07” Article 7e
41 “MLNNA By-Laws Amended 2003-07” Article 7c; & “MLNNA Membership Leadership 2005” p. 3
42 “MLNNA By-Laws 2003-07” Article 2; & “MLNNA Membership Leadership 2005” p. 2
43 “MLNNA By-Laws 2003-07” Article 2; & “MLNNA Membership Leadership 2005” p. 2
Coordinator of Communications

Specific duties and responsibilities:

- Responsible for design, content, and distribution of the monthly E-News (content includes but is not limited to Leadership Team meeting highlights, community news from around the country, Marianist Family Council of North America information as well as area Councils, news as appropriate from other branches of the Family, news from the International Organization of Marianist Lay Communities)
- Coordinates with the leadership team on editorial content of the E-News, writes editorials as necessary, and seeks guest editorials
- General promotion of MLNNA through print and social media, including but not limited to updating the MLNNA brochure and collateral material, posting to Facebook and other social media
- Strategizes and implements methods for using technology as a formation tool
- Has a working relationship with the Communications Office of the Society of Mary Province of the United States as well as other communication personnel from various Marianist ministries (MLFI, NACMS, LIFE, MSJC, etc.)
- Maintains the MLNNA portion of the Marianist.com website and contributes to other pages of the site dealing with Marianist laity
- Works with the Chair and Temporalities Committee of the Continental Assembly to advertise Assembly
- Time commitment: approx. 5-10 hours per month

Meeting Assistant (Scribe)44

Specific Duties and Responsibilities

- Reports to the Head of the Office of Education.
- Takes and submits minutes of all meetings and conference calls to Leadership Team, archives, and others, as needed.

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44 “MLNNA By-Laws Amended 2003-07” Article 7b
• Lists action items from meetings and conference calls
• Uses email for transmission of minutes and action items
• Updates important documents, such as, Articles of Incorporation & By Laws, as determined by Leadership Team.
• Maintains membership and leadership documents.
• Oversees MLNNA Archive (Dropbox matériels).
• Provides support to Chair for thank you notes for contributions from donors.
• Prepares appropriate documents and orientation for new Leadership Team members.
• Invited/appointed at the discretion of the Leadership Team.

**Continental Assembly Chair**

**Specific Duties and Responsibilities**

• Chair or Co-Chair planning and execution of the Continental Assembly.
• Finds suitable location for the Assembly.
• Gathers Assembly planning committee.
• Reports to and works with the Head of the Office for Education.
• Invited/appointed at the discretion of the Leadership Team.

**Office Secretary (Paid Position)**

**Specific duties and responsibilities**

• Reports to Head of the Office of Temporalities.
• Manages postal mailings.
• Processes letters/reports/brochures as requested by Leadership Team.
• Maintains Marianist Lay Directory database and fills orders for the Directory.
• Receives and processes information from Catholic Directory annually
  • Contacts Head of Office of Education regarding update of Catholic Directory information
• Performs other duties as appropriate to the office.
Marianist Lay Network of North America Leadership Team Shown With Possible Support Positions

Chair

- Chair elect (Shadow Chair 12 months prior)

Office of Spirituality, At Large
- Task Support Volunteer
  - MLIT Delegate

Office of Education, At Large
- Task Support Volunteer
  - Assembly Liaison

Office of Temporalia, At Large
- Task Support Volunteer
  - MLIT Delegate

Spiritual Advisor, At Large
- Elected to Position
  - 4 year term (+ 1 years Elect)

- Elected to Council (Discern Office)
  - 4 year term (+ 1 extension)

- Appointed or Invited by Council
  - 4 year term (+ 1 extension)

- Voting Privileges

Marist Family Council Regional Representatives

MLNA Area Representatives

International Representative (Ex Officio)