**Catholic Society Presidential/Executive Board Applications 2022-2023**

Listed below are the descriptions of each of the executive board positions that are open for the upcoming school year. This includes a majority of the responsibilities associated with each position along with the current people in each position. While each has a defined role, all will be expected to help at times of great need so as to allow for a more fluid year. The executive board works mostly behind the scenes to ensure that all of the ministries of Catholic Society run smoothly. As such, each executive board member must have a willingness to serve, even when that work goes unnoticed. ​**The executive board meets weekly**​ to discuss and plan future events. Please keep in mind that, though we’ve broken down the positions’ responsibilities here, what we are most looking for is board members who love Catholic Society, our mission, and–most of all–our Lord.

**Presidential Board (President and Vice President)**: The president and vice president serve as both the leaders of the Catholic Society board and the visible leaders of the Catholic community on campus. They are the ministry’s visionaries, determining which events and speakers CS hosts each year and delegating the planning of these events as well as having the final say in budgetary matters. With major guests, they are the main hosts and points of contact. In addition, the presidential board chooses the rest of the Executive and Outreach Board, and they must be effective communicators with students, professors, and College administration. This is a demanding position with many additional facets that will be discussed in an interview. They must also remember that the main part of their duty, alongside every Catholic, is to pray and to receive the sacraments, and to strive to love and serve Christ and His flock in Hillsdale to the best of their ability. The current president is David Strobach, and the vice president is Katie Branigan.

**Treasurer**​: The treasurer manages Catholic Society’s finances and organizes our fundraising efforts. The largest of these responsibilities include tracking the budget, handling of all CS expenses, everything related to exam bags (stuffing and sending parent letters, buying exam bag materials, helping to put together and deliver exam bags). This person also handles reimbursements for Catholic Society throughout the semester and is responsible for maintaining records of Catholic Society’s spending and is Catholic Society’s point of contact with the Business Office. Position currently held by Regina Gravrok.

**Event Coordinator**​: This position assists in event planning and execution. They will be expected to help in reserving rooms and Christ Chapel for talks and sacraments, communicating with speakers and visiting priests, and setting up for events. Overall, they must be flexible in assisting the President and VP in whatever needs arise. Position currently held by Noah Hoonhout.

**Secretary**​: Besides keeping minutes at the meeting, their main responsibilities include sending out emails, organizing events throughout the year, and acting as the point of contact for others who may wish to organize a Catholic Society event. Secretary will also help facilitate any other events that board members would like to plan. This person ought to be flexible and have strong communication and organizational skills given the high volume of emails that they receive. Position currently held by Belle Murphy.

**Sacramental Coordinator**​: The main responsibilities for this position are assisting Fr. Patrick and Fr. David for Mass on Tuesdays and Thursdays (i.e. preparing the space beforehand, putting everything away afterward, making sure that the Chapel is reserved for Mass on Thursdays, making sure someone is in charge of music/lectoring/serving Mass on an ongoing ​*or* ​week-by-week basis). The minister of sacraments maintains contact with Fr. Patrick and organizes weekly Adoration and Spiritual Direction at the Grotto. The minister of sacraments is also responsible for preparing for weekly adoration and finding others to assist with set-up and tear-down. This position requires availability from 10:40-12:15 on Tuesdays and Thursdays to prepare for Mass. Position currently held by Leo Bykerk.

**Graphic Designer/Social Media Coordinator**​: This position is in charge of running the CS social media and creating the posters for each event. They are also in charge of promoting the brand in any way possible, creating the apparel, and assisting with miscellaneous digital tasks (e.g., making spreadsheets and online forms). Position currently held by Theresa Difranco.

*David Strobach and Katie Branigan served as President and Vice President, respectively, for the 2021-2022 school year. If you are not familiar with them, please do reach out and get to know them.​ ​The Executive Board requires outstanding men and women but also necessitates strong communication and complementary personalities so as to allow for Catholic Society to operate as effectively as possible in serving Hillsdale College Catholics and the surrounding community. If you desire to apply but perhaps have some hesitations, feel free to contact David or Katie or any current board members. And remember that God equips those He has called. We ask that you prayerfully consider joining us in our mission to share the joy of life in Christ with others.*

**APPLICATION DUE MONDAY, JANUARY 31 (by 5:00 pm)**

**PLEASE LIMIT RESPONSES TO 4–5 SENTENCES**

**(name) / (graduation year) / (position(s) desired)**

How have you been involved with Catholic Society in the past? List any previous board positions and/or accomplishments.

What other leadership positions have you held on campus or for a job? What kinds of responsibilities did you have in these positions?

Why do you want to serve Catholic Society? What can you offer to the Catholic students of Hillsdale College?

What position suits your ability to serve? Give examples of personal characteristics or past experiences that you believe make you particularly suited for this position.

What aspects of Catholic Society do you think function especially well, and which do you think could be improved? What solutions would you propose?

**Please feel free to attach a resume if you wish to, but it will not hurt your application if you do not.**

**Email applications to David Strobach (****dstrobach@hillsdale.edu****) and Katie Branigan (****kbranigan@hillsdale.edu****).**