

## **DCA VACANCIES**

### **Correspondence Secretary**

The duties of the **Correspondence Secretary** shall be to send in writing or email any correspondence of the organization as the President directs. Volunteer to support one of the vice presidents and/or support a committee or create or lead a fundraising activity project. Must be committed to working faithfully and with integrity.

### **Assistant Correspondence Secretary**

The duties of the **Assistant Correspondence Secretary** shall be the back-up to the Correspondence Secretary to send writing or email any correspondence of the organization as the President directs. Volunteer to support one of the vice presidents and/or support a committee or create or lead a fundraising activity project. Must be committed to working faithfully and with integrity.

### **Pianist (FILLED)**

The duties of the **Pianist** shall play at fellowship meetings and associations activities. Must be a qualified musician and/or skilled Minister of Music. Skilled ability to form and direct a DCA choir. Must be committed to working faithfully and with integrity to the state.

### **Treasurer (FILLED)**

The duties of the DCAMWMW **Treasurer** shall be the custodian of all funds/monies received and disbursed **“accurately”** for the organization. She signs all checks/drafts and turn over all monies collected for deposit into the DCAMWMW Bank account. Prepare monthly reports of the organization’s finances and coordinate with the Financial Secretary and the Assistant Financial Secretary for accuracy. Reports are reviewed by the State President before submitted to the organization. Prepare email notices to the sisterhood of their Zelle donations received and cc the financial team and State President. Maintain bank statements and maintains collaboration/coordination with the bank on all financial matters. Submit payments to the International and NER on behalf of the State President as requested by the State President by way of a Voucher request. Works with the Budget Chair in allocating funds for the State President’s travel and per diem expenses for the International conference and events. Works with the Budget Chair and Auditor in the coordination and review of financial records. Must be committed to the work, faithfully and work with integrity. We would be blessed **if the individual is licensed and bonded** as a certified public accountant and or proven accountant skills.

### **Historian**

The **Historian** shall record highlights of the work of the organization from year-to-year in such a manner as to prepare a printed history annually in May. Appointed by the State President. Must be committed to working faithfully and with integrity.

### **Ways and Means Committee Chair**

The **Ways and Means Committee Chair** shall raise funds for the organization and be responsible for meeting a goal of \$3000.00 a year. Appointed by the State President and must be committed to work faithfully and serve with integrity.

### **DCA Awards Committee Chair**

The **DCA Awards Committee Chair** shall coordinate the local presidents for nomination of annual awardees. Recommend new awards and create criteria for awards. Appointed by the State President and must be committed to work faithfully and serve with integrity.

### **Time-in-Place Chair**

The **Time-in-Place Committee Chair** shall coordinate locations for event activities. First options is to secure locations without a cost but love offering. Appointed by the State President and must be committed to work faithfully and serve with integrity.

### **Community Service Chair**

The **Community Service Chair** shall coordinate and seek-out community service event activities to support the organization mission. The community service activity may be profitable to the organization as well as the organization to may a donation to the community activity. Appointed by the State President and must be committed to work faithfully and serve with integrity.

### **Dress for Success Coordinator/Chair**

The **Dress for Success Coordinator/Chair** shall work with the international representatives to coordinate event activities with the sisterhood for dress for success. Appointed by the State President and must be committed to work faithfully and serve with integrity.

### **Retreat Coordinator**

The **Retreat Coordinator Committee Chair** shall coordinate the state annual retreat and location for the sisterhood. Secure a location without a cost but love offering. Develop and plan the retreat activities as well as recommend speakers. Appointed by the State President and must be committed to work faithfully and serve with integrity.

### **Recruitment Committee Chair -**

The **Recruitment/ Committee Chair** shall coordinate efforts in visiting churches for the introduction of the organization and to support the efforts of our local presidents in their recruitment. Appointed by the State President and must be committed to work faithfully and serve with integrity.

### **DCA Queen's Rally Chair**

The **DCA Queen's Rally Chair** shall encourage local presidents and state members to have a representative from each local to compete by raising funds in representing the State at Annual International Convention. Support the Representative in Fundraising activities. Appointed by the State President and must be committed to work faithfully and serve with integrity.

### **Lifetime Member's Chair -**

The **Lifetime Member's Chair** shall promote Lifetime membership to the State local presidents and state officers. Encourage the State Officers to become lifetime members. Pins are \$25 and new members will receive a certificate and letter of membership from the President. Also design a new pin for distribution of purchase. Appointed by the State President and must be committed to work faithfully and serve with integrity.

### **A Widow's Committee Chair**

**A Widow's Committee Chair** shall coordinate activities and workshops in support of their new life without their spouse in the home. Appointed by the State President and must be committed to work faithfully and serve with integrity.

### **Marriage & Relationship Chair**

**Marriage & Relationship Chair** shall coordinate with local presidents and state members in forming a workshops and activities for couples. The purpose is to strengthen the bonds of marriages and relationships. Appointed by the State President and must be committed to work faithfully and serve with integrity.

### **Day of Service Committee Chair -FILLED**

**Day of Service Committee Chair** shall coordinate with local presidents and state members in forming a state-wide day of service. Appointed by the State President and must be committed to work faithfully and serve with integrity.

### **A PK's Committee Chair**

**A PK's Committee Chair** shall coordinate with local presidents and state members in forming a state PK committee outreach activities of inclusiveness in reaching out to PKs and their family in staying connect to the organization. Innovative approach in strengthening the family circle. Appointed by the State President and must be committed to work faithfully and serve with integrity.

### **Christmas Fellowship Chair**

**Christmas Fellowship Chair** shall coordinate with local presidents and state members in forming a state-wide Christmas Fellowship. Activities of inclusiveness in reaching out to PKs and their family in staying connect to the organization. As well as recruitment resources for local growth/increase local membership. Appointed by the State President and must be committed to work faithfully and serve with integrity