



Serra International Board of Trustees Application

Dear Serran,

You have been identified by a fellow Serran as someone who has potential to help lead our organization as a member of its Board of Trustees. As our vocations apostolate continues to assume a greater role in actions throughout the Universal Church, it is important that we move forward under the guidance of capable, dedicated leaders.

We hope you will take this opportunity to learn more about Serra International, our mission, and the responsibilities of the governing board. Though you may already be very familiar with our organization and work, this document may encourage you to consider a greater leadership position.

If you discern a calling to help lead Serra International, please complete this application and return it to Serra International by Dec. 15, 2017.

The World of Serra at a Glance

Serra's Objectives

- To foster and promote vocations to the ministerial priesthood in the Catholic Church as a particular vocation to service, and to support priests in their sacred ministry;
- To encourage and affirm vocations to consecrated religious life in the Catholic Church; and
- To assist its members to recognize and respond in their own lives to God's call to holiness in Jesus Christ and through the Holy Spirit.

Who Are Serrans?

Today, approximately 16,000 lay Catholic women and men, and those ordained to the permanent diaconate, work under the patronage of Saint Junípero Serra to fulfill the objectives of Serra International. Spread over 45 countries, more than 825 Serra clubs comprise our organization. Inspired by the unwavering determination which drove our patron to journey tens of thousands of miles (much of that on foot), establishing a string of nine missions that would form the backbone of modern-day California and bring the Gospel to the New World. Serrans are dedicated to fostering and promoting vocations to the ministerial priesthood and vowed religious life.

How Is Serra Organized?

The basic unit of Serra International is the local club. Clubs are organized into districts, and the districts are organized into national councils where appropriate. Presently there are 10 national councils: Great Britain, Brazil, Spain, Italy, Mexico, Philippines, USA, Australia, Canada, and Thailand. In the United States, districts are organized into 14 regions that are identical to the regions established by the United States Conference of Catholic Bishops (USCCB). In Brazil, Serran districts are organized into 10 regions that are identical to the Brazilian Bishops Conference. Serra International has a Board of Trustees composed of Serrans from across the globe.

Meetings and Conferences

The Serra International Board meets at least three times during the year. Meetings are held before and after the Serra International Convention and at least once between conventions, usually in January.

Historical Information

Four Catholic lay men formed the first Serra club in 1935 in Seattle, Washington. The founding Serrans chose as their organization's patron Saint Junípero Serra, the 18th-century Franciscan missionary to Mexico and California. Serra was canonized on Sept. 23, 2015 in Washington, D.C. Serra International is aggregated to the Vatican's Sacred Council for Catholic Education and the Pontifical Work for Priestly Vocations.

Governing Board Member Responsibilities

Time Commitment

The Serra International Board meets three times a year, and schedules conference calls as needed. The Executive Committee schedules one additional meeting per year in Rome.

Typical Board Member Responsibilities

Ensure effective planning. Boards must actively participate in an overall strategic planning process and assist in implementing and monitoring the plan's goals.

Ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate on-going financial resources for the organization to fulfill its mission.

Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.

Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.

Hire, support and evaluate the executive director. The board should ensure that the executive director has the moral and professional support he or she needs to further the goals of the organization.

Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.

Board Legal Duties

Duty of Care requires leaders to use reasonable care and good judgment in making their decisions on behalf of the interest of the organization.

Duty of Loyalty requires leaders to be faithful to the organization, avoiding conflicts of interest.

Duty of Obedience requires leaders to comply with governing documents (i.e. bylaws, article of inc., policies, etc.)

Why Serve?

Now more than ever, Serra International is receiving recognition and high visibility after the canonization of Saint Junipero Serra in September 2015. At this crucial time in our organization's history we have an opportunity to grow, shine, and become and even more integral part of the life of our Church.

A successful governing board can secure that vision and is achieved by attracting successful and quality business and community leaders. Do you see yourself in this positive image? If so, please join the Serra International Board of Trustees.

(Application follows)

Serra International Board of Trustees Application and Questionnaire

Please complete entire form and submit to:
John Liston at jliston@serrainternational.org

Personal			
First	MI	Last	Familiar
Address			
Home Phone	Work Phone	Cell Phone	E-mail
Employer			Title
Employer Address			
Type of business or organization			

Education	
Institution	Degree and Major
Institution	Degree and Major

SERRA INTERNATIONAL BOARD OF TRUSTEES APPLICATION

Please list your past and present memberships on boards, committees and organizations: (business, civic, community, fraternal, political, professional, recreational, religious and social).		
Organization	Role/Title	Date of Service
Organization	Role/Title	Date of Service
Organization	Role/Title	Date of Service
Organization	Role/Title	Date of Service
Organization	Role/Title	Date of Service
Please list notable achievements in your service to above organizations:		
Please describe your other volunteer experience:		
Please list your fundraising experience:		

SERRA INTERNATIONAL BOARD OF TRUSTEES APPLICATION

As a board member would you be able to provide Serra International no-cost or discounted access to any valuable services through your profession or relationships?

Who recommended you for a Serra International Board position?

Why are you interested in serving as a Serra International Board member?

Please list any notable Serra activities you have been involved with.

SERRA INTERNATIONAL BOARD OF TRUSTEES APPLICATION

Please mark the skills and/or interest you bring to our board:				
	Reading Financials		Business Management	Accounting
	Human Resources		Fundraising	Grant Writing
	Administration		Outreach/Advocacy	Nonprofit Experience
	Community Service		Leadership Development	Law/Legal Issues
	Policy Development		Real Estate	Banking
	Program Evaluation		Information Technology	Web Design
	Public Relations		Strategic Planning	Event Planning
	Campaign Planning		Education/Instruction	Medical/Healthcare
	Membership Growth		Marketing/Social Media	Child Development
Other unique talents or skill sets you bring as a board member?				

Time commitment: Each board member is also expected to serve on a committee that would generally meet monthly for an hour. In addition, board members are asked to attend special events scheduled throughout the year. Can you reasonably commit this amount of time? Please list conflicts:

Please list three references:		
Name	Relationship	Phone Number
Name	Relationship	Phone Number
Name	Relationship	Phone Number

Board Member Expectations

To help the Serra International be successful and to be a valued board member, I will keep the following as my expectations:

I am responsible for the stability and development of Serra International. As a member of the Board of Trustees, I pledge to help carry out the mission of the organization.

I am responsible to review, approve, and monitor the annual budget.

I am responsible to understand the legal aspects of the organization and to ensure proper insurance coverage and policies established and to monitor implementation of these policies.

I understand that board service will involve a commitment of my personal time, talent and energy.

I will be active on one or more committees.

I understand that my attendance at board and committee meetings is crucial to the progress of Serra International.

I understand that as a Board Trustee, I represent Serra International at council, district, and club events, including club charter ceremonies.

In order to become and operate as Board Trustee, I understand that my club must be in good standing with Serra International.

I understand that the day-to-day operation of Serra International's office is the responsibility of its staff.

I agree to keep confidential any sensitive information shared at board or committee meetings, or in conversation with the staff or other board members.

As a member of the Serra International Board of Trustees, I pledge to carry out this agreement to the best of my ability and to trust and encourage my fellow board members to do likewise.

Serra International Staff Support to the Board of Trustees

Serra International staff will provide me with appropriate financial information that allows me to make sound fiscal decisions which ensures the organization's financial health.

Serra International staff will provide statistical and analytical reports on the membership, programs and services of the organization to aid me in making informed policy decisions.

These responsibilities I accept in good faith as a member of the Serra International Board of Trustees.

Board Applicant Signature

Date