

Responsibilities for National Apostolic Commission Chair

The National Apostolic Commission Chairs are appointed by the Executive Council of the National Fraternity and are immediately accountable to it through the intermediary of its appointed liaison, the National Commissions' Coordinator.

A National Apostolic Commission Chair or Co-Chair shall:

1. Abide by the provisions of the Uniform Guidelines for the National Secular Franciscan Commissions as approved by the National Executive Council.
2. Create a commission of Secular Franciscans from various areas of the country and request a Spiritual Assistant to be part of the commission, striving to have membership on the commission reflect the variety of endeavors in each apostolic field.
3. Lead the Commission in accordance with its Mission Statement as approved by the Executive Council. Chair the meetings of the commission; and coordinate the activities of the commission.
4. Facilitate communication on commission issues among commission members, regional chairpersons and other members of the Franciscan family.
5. Report to the National Commissions' Coordinator three times each year and upon request regarding the activities, projects, and progress of the Commission.
6. Attend semi-annual meetings of the commission chairs to discuss matters unique to each commission and those that lend themselves to a collaborative effort among commissions.
7. Prepare and submit to the National Treasurer and the National Commissions' Coordinator, a budget for approval at the annual NAFRA Council. It is expected that the commission activities be carried out within the approved budget.
8. Write four on-going formation articles per year for TAU-USA under themes coordinated with other commission chairs.
9. Present workshops and retreats for national conferences or regional fraternities.
10. Foster the growth of the commission activities at all levels of fraternity.
11. Respond to commission-related requests from the Executive regional fraternities, and other members of the SFO family. These requests should be coordinated with the Apostolic Commissions' Coordinator.
12. Function as a clearinghouse for resources and ideas, receive recommendations and evaluate proposals for commission related projects undertaken within the Secular Franciscan Order and by various other groups, secular and religious, having a bearing on the mission of the Commission.
13. Coordinate production and dissemination of commission-related materials in various formats.