

EPF Convener Role

Organize quarterly meetings of the Maine chapter members and conduct the meetings
arrange meeting place and time
announce meetings regularly in Dio Log
email members meeting reminders (attach small poster for church bulletin boards)
create agenda for meetings & distribute agenda and minutes to members

Maintain database of members and email group; store and maintain inventory of EPF materials, literature and display items used for publicity at events (such as the annual Peace Fair); create displays or delegate responsibility (posters and visuals for tri-fold)

Communicate and collaborate with other groups in Maine that promote social justice and peace (MENJ, MVPR); communicate and collaborate with national EPF and national and worldwide peace and justice organizations

Liaison with the Diocese, informing them of our initiatives and applying for grants and budget support

- Update EPF website on diocesan website and FaceBook page
- Participate and maintain EPF presence at diocesan events when appropriate
- Promote interest in EPF and in issues critical to EPF
- Help formulate and present resolutions to Diocesan Convention on peace issues

Generate ideas for new projects and social action, encouraging members to envision new and creative programs; plan and implement at least one significant action or event every year

Treasurer Role

Send out annual dues notices, collect dues and deposit income in EFP-Maine checking account
Balance checking account, pay expenses, and maintain financial records
Report quarterly on income/expenses to EPF-Maine membership and annually to EPF-Maine
Assist leadership in planning budget and apply for diocesan grants

Secretary/Recorder Role

Attend meetings regularly or secure someone to represent the secretary/recorder at the meeting. Take notes at EPF business meetings and write an accurate set of minutes representing decisions taken at the meeting. On occasion write correspondence on behalf of EPF-Maine. Keep records and archive past meeting minutes.