

ARCCC Leadership Team

Roles/Responsibilities



Corps Commander / Assistant (Board Position) – David Pittman / Lori Baca

1. Oversee Corps and assist leading Corps
2. Set tone for corps. Source of strength, encouragement, knowledge, listening ear for corps and leaders
3. Provide environment where chaplains get selected, equipped and involved in ministry
4. Develop areas for chaplains to serve
5. Set example by being actively engaged in ministry
6. Delegate but willing to serve
7. Write official documents and presentations for corps
8. Attend monthly IFOC Executive calls
9. VOAD Representative

Deployment & Disaster Relief Coordinator (Board Position) - OPEN

1. Coordinator for Disaster deployments, phone calls, emails. Work with Red Cross or other VOAD members as deployments are requested. Set up calls and organize personnel.

Treasurer (Board Position) – Rebecca Gorman /+Assistant (Non-Board Position) - OPEN

1. Oversee Finance Team
2. Review deposits
3. Copies of checks
4. Deposit summary
5. Enter people in QuickBooks
6. Write checks and enter in QuickBooks
7. File by expense
8. Send financial statement to IFOC monthly
9. Develop audit procedures and treasury reports for monthly meetings.
10. Have another person sign checks and verify cash.

Community Service & Public Information Coord. (Board Position) – Patsy Sena Armijo

1. Oversee all Team Leaders (see attached list)
2. Call list for all teams
3. Be aware of needs in community and how we can assist them
4. Work on making community aware of IFOC
5. Plan events that we can participate in (i.e. state fair, etc.)

Secretary (Board Position) – Laura Sanders /+Assistant (Non-Board Position) - OPEN

1. Manage abqchaplaincorps.org Website and Facebook
2. Minutes from meetings
3. Maintain records for credentials/trainings, develop database, scan present copies of course credentials
4. Send out emails, Prayer requests

Training Coord(Board Position) – Marge Lucas /+Assistant (Non-Board Position) - OPEN

1. Oversee Training items
2. Set up training for ICISF, IFOC, and CISM
3. Other outside trainings (i.e. online, CERT, etc.).
4. Set up VOAD monthly meeting

Hospitality Leader (non-Board Position) – Mary Jaramillo

1. Planning/Scheduling - Making sure the room is ready for a training, electronics, tables, chairs, snacks, etc.
2. Oversee Care for the Care Givers. Community Relations with all chaplains. Hospitality - Planning, shopping and buying snacks and beverages for the needs of the event.
3. Obtain rooms for monthly and leader meetings

Chaplain for Chaplains Leader (non-Board Position) – Sonny Ortiz

1. Lead mentorship program
2. Be chaplain liaison (peacemaker) for other chaplains
3. Provide safety/security for meetings