**Local Fraternity Council**

**Guidelines and Responsibilities**

***Based, in part, on Articles 50-52 of the General Constitution***

**Local Fraternity Council**

Promote the activities necessary for fostering fraternal life, for improving the human, Christian, and Franciscan formation of its members and for sustaining their witness and commitment in the world

Make concrete and courageous choices, appropriate for the situation of the fraternity, from. Among the numerous activities possible in the field of the apostolate

Decide on the acceptance and admission to profession of new brothers and sisters—requires a council secret vote

Establish a fraternal dialog with members when there are difficulties and adopt consequent measures—requires council secret vote

Receive the request for withdrawal and decide on the suspension of a member from the fraternity—requires council secret vote

Decide on the establishment of sections or groups in conformity with the Constitutions and the Statutes

Decide how to budget available funds and, in general, deliberate on matters concerning financial management and the economic affairs of the fraternity—requires council vote

Assign duties to the councilors and to the other professed members

Request from the superiors of the First Order and the TOR candidates for spiritual assistants

Perform such other duties as are required by these Constitutions or which are necessary to carry out its proper purposes

Be responsible to assure that the fair share is paid to the region in a timely manner, and decide on a schedule for making fair share payments

**Minister**

* Make sure that the directions and the decisions of the council are put into practice
* Oversee that all council members are fulfilling their assigned duties
* Keep the council and fraternity informed about activities and information from the regional fraternity and insure that the region is informed about changes
* Communication link back and forth between the region and the local fraternity
* Insure that theregional newsletter, is distributed to all active (including excused) members of the fraternity
* Call, preside at, and direct the meetings of the fraternity and council
* Minister must request, every three years, the elective chapter of the fraternity, after discussion with the council
* Prepare the annual report to be sent to the Regional Executive Council after it has been approved by the council of the fraternity
* Represent the fraternity in all its relations with ecclesiastical and civil authorities, when the fraternity acquires a juridical personality in the civil order, the minister becomes, when possible, its legal representative
* Request, with the consent of the council, the pastoral and fraternal visits, at least once every three years
* Provide, annually, an accurate head count to the Regional Executive Council by December 31st
* Make sure updates to the directory are returned in a timely manner
* Perform such other duties as are required by these Constitutions or which are necessary to carry out its proper purposes
* Update and maintain the Minister's Binder and, upon leaving the office, pass it on to the new minister

**Vice Minister**

* Collaborate with and support the minister in carrying out his or her specific duties
* Exercise all functions assigned by the council
* Take the place of the minister in both duties and responsibilities in case of absence or temporary impediment
* Assume the functions of the minister when the office remains vacant
* Update and maintain the Vice-Minister's Binder and, upon leaving the office, pass it on to the new Vice Minister

**Treasurer**

* Keep accurate records of each receipt in the appropriate register, with the date received, and the name of the contributor
* Record in the same register the items of expense, specifying the date and the purpose, in conformity with the directions of the fraternity council
* Submit a financial report and the bank account register for approval at regular intervals as decided upon by the council
* Submit the annual financial report to the Regional Executive Council, to both the Minister and Secretary, at the end of the year
* Deposit all funds of the fraternity in their bank account, keep an accurate ledger
* Pay out money as required and voted on by the council, keep an accurate ledger
* Upon request, provide individual members with a statement of annual contributions for tax purposes
* Send the assessed fair share to the Regional Treasurer in total preferably by February 28th of each year, after amount is decided upon at the Minister's meeting, or make payments on the quarterly schedule
* Keep a copy of, and update if necessary, the fraternity's Tax ID
* Update and maintain the Treasurer's Binder and, upon leaving the office, pass it on to the new treasurer

**Secretary**

* Compile the official minutes of the fraternity and of the council and any general notes about gatherings and assure that they are sent to other fraternity council members
* See to the updating and preservation of the records and registers, noting admissions, professions, deaths, withdrawals, and transfers from the fraternity
* Maintain and update fraternity register with names, addresses, phone numbers and emails of all members
* Provide for the communication of the more important facts to the various levels and, if appropriate, to provide for their dissemination through the mass media
* Keep attendance records of fraternity meetings
* Assist the minister in sending announcements of upcoming meetings or activities
* Assist the council with general communication
* Update and maintain the Secretary's Binder and, upon leaving the office, pass it on to the new secretary

**Formation Director**

* Coordinate, with the help of the other council members, the formation program of the fraternity
* Along with the formation team, instruct and enliven the inquirers during the time of initiation, the candidates during the period of initial formation, and the newly professed
* Make recommendations to the council prior to profession, concerning the suitability of the candidate for a commitment to live according to the Rule
* Work with the Spiritual Assistant in leading the fraternity formation team
* Keep written records of all the participation in the initial formation program for each person
* Update and maintain the Formation Director's Binder and manual, and upon leaving the office, pass them on to the new Formation Director

**Councilors**

* A fraternity may elect a councilor to strengthen the relationship between members of a fraternity and assist the council, when deemed necessary due to language barriers, distance, size of a fraternity, or other needs both administrative and pastoral in nature
* Collaborate with the council in determining areas of need within the fraternity, and follow through on jobs assigned
* Hold voting privileges and are accountable to all decisions made by the fraternity council
* Maintain accurate and organized records of all communication in regards to the fraternity members they serve
* Keep notations or a short summary of important conversations or actions in a file for future reference
* Maintain a Councilor's Binder, and upon leaving, pass it on to the new councilor