

**JOB DESCRIPTION
EXECUTIVE DIRECTOR
TEXAS CATHOLIC CONFERENCE- AUSTIN, TEXAS**

The primary function of the Texas Catholic Conference executive director is to be the public policy spokesperson for the Catholic Bishops of Texas. The executive director is responsible for monitoring and attempting to influence the Texas Legislature, the Texas delegation in Congress, and the various state and federal agencies with which the Church has dealings at the state and national level on behalf of the Bishops. The executive director provides position papers on public policy matters, testifies before legislative committees, and writes a bi-monthly column on public policy matters, which appears in most of the Catholic newspapers of Texas.

The executive director is also to use the office to provide vision, cohesion and to ensure untied efforts by the Roman Catholic Church within the state. While each diocese is autonomous in its own work and ministry, the Bishops of Texas, having long seen the advantage of inter-diocesan cooperation within the state, have established the Texas Catholic Conference in order to foster statewide collaboration and development. The executive director has prime responsibility for carrying this out and is assisted by the associate director for programs and the associate director for education.

The executive director maintains close contact with numerous state and national organizations, including the Office of Government Liaison, the Secretariate for Pro-Life Activities, and the Office of Migration and Refugee Service at the USCCB, as well as many advocacy groups in Texas.

In addition, the executive director and the associate directors facilitate communication and cooperation among the fifteen (arch) dioceses and subgroups among the diocese, including the various departments of the TCC and ad hoc groups of the Catholic Church in Texas.

The TCC convenes meetings of the various departments and ad hoc groups on a regular basis. The executive director is an *ex officio* member of all of the TCC departments and ad hoc groups.

Among the meetings that are convened on a regular basis are the bi-annual General Assembly; the Annual Scripture Seminar; the annual spring meeting of Catholic Charities, Catholic Social Action, and Parish Social Ministry personnel; and the Association of Texas Diocesan Attorneys.

The executive director also has the responsibility of organizing the Texas Bishops' meetings twice a year.

The Conference publishes publications that have a statewide implication, such as the statewide Marriage Preparation Guidelines, Ecumenical Guidelines for the Diocese of Texas, and various statements by the Bishops on a wide range of public policy issues.

The executive director or one of the associate directors serves as the secretary/treasurer to the Texas Catholic Historical Society and the society's journal, Catholic Southwest.

The executive director is responsible for the overall management of the Texas Catholic Conference. This includes preparing an annual budget and making timely reports to the Board of Directors concerning the functioning of the Conference.

The executive director coordinates any financial disbursements agreed to by the Board of Directors.

The executive director supervises and collaborates with the associate director for programs, especially as regards the following:

- ongoing educational programs (Scripture Seminar, Parish Management Skills Seminar, International Priest Seminar, etc.)
- facilitating meetings of TCC departments and associated groups.

The executive director supervises and collaborates with the associate director for education, especially with regards to the following:

- policy and strategy decisions relative to activities in the Texas Legislature, the Congress, and the Texas State Education Agency, which might affect Catholic schools in Texas.
- Personnel matters which might affect the Catholic schools in Texas, e.g., the appointment of individuals to the Texas Catholic Conference Accreditation Commission.
- Policies and strategies relative to ongoing relationships with other members of the private school community in Texas.

The executive director supervises and collaborates with the archivist of the Catholic Archives of Texas, especially with regards to the following:

- membership on the advisory board of the Archives.
- Decisions concerning the acquisition of private collections.
- Efforts at fundraising for specific projects for the Archives.
- Efforts at publicizing the collections contained in the Catholic Archives of Texas.