

# Canon Law Society of America

September 2020

A quarterly eNewsletter from the Society

**Early Bird Registration is available through Wednesday, September 9, 2020. Register now!**

## PRESIDENTIAL REFLECTIONS



*Jay Conzemius, JCL*

“If you build it, they will come.” This was the collective response of the Board of Governors at our special July meeting when we considered whether the Society should attempt to host a virtual convention. By deciding to pursue a virtual format with our annual convention, we are excited to announce an exceptional lineup of speakers who have researched timely topics and assembled papers over these months leading up to our October convention dates. View the complete lineup in the [convention brochure](#).

The virtual convention will allow us to fulfill the annual business meeting which civil law requires for all non-profits. In addition, our constitutionally required annual election of officers will be able to take place and resolutions may be presented and passed by our membership to help charge the Society with new mandates for action.

A huge benefit to hosting this convention virtually is that every member of our Society has the ability to participate in an unprecedented manner, unlike any previous year. In addition, the cost to attend a convention has never been so low since the \$325 registration fee is all that you will pay to attend. There are no travel, hotel or meal costs, so the average savings is likely over \$1,000 for each attendee! What’s more, we will be offering attendees an “on demand” feature to view all of the major addresses and seminars for the two weeks following the convention. Each convention-goer will have unlimited access to watch all of the seminars and major addresses when he/she finds it convenient to do so—that’s a new offering with real value for everyone. The annual business meeting, election and resolution hearing will have live components to them, allowing for a notable degree of interaction. All of these changes mean that convention-goers are receiving more ongoing education this year at a fraction of the typical cost!

The pandemic afflicting our world has made the year of 2020 an odd but memorable one. Many of us are working remotely and participating in virtual meetings regularly. There have been added financial challenges for many of us. This convention will help us as canonists when we need it most by having

- the lowest cost convention that we have had in years,
- the most access to speaker talks that we have ever had and
- the ability to choose the time when to watch these important and educational webinars.

The web platform to host convention registrations is up and running, and the speakers are finalizing their webinars. To signify your commitment to virtually attend, **[register now for this inaugural event](#)**. Your registration will support the Society, enabling us to continue to host expert speakers who put on world class webinars, podcasts and conventions. These would not be possible without your financial support. Thank you for your registration. We look forward to seeing you online and delivering this historic convention!

Finally, I want to congratulate Megan Boland, our General Secretary, on her new job at Franciscan University that will begin later this month. Our Society has enjoyed a very productive year, due in large part to Megan’s very competent work. To paraphrase an old saying, “Our loss is Franciscan University’s gain.” Good luck, Megan!

**NOTE:** The executive committee of the Board of Governors has already begun the search process to hire a new General Secretary. See details at the end of this newsletter. ♦

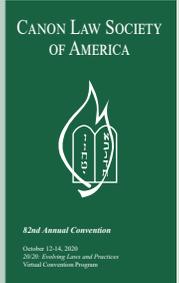
### *In this Issue:*

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# 2020 CONVENTION UPDATE

## *20/20: Evolving Laws and Practices*

Virtual Convention ♦ October 12-14, 2020



Convention brochures have been sent to the membership of the Canon Law Society of America this year via email. If you did not receive an email with the brochure attached, and you wish to receive an electronic copy of the program, you may download the full electronic brochure below.

**FOR QUICK LINKS, VISIT THE SELECTIONS BELOW:**

- MEET THE CANDIDATES**
- DOWNLOAD BROCHURE**
- PRINT A REGISTRATION FORM**

### 2020 VIRTUAL CONVENTION FAQs:

#### ♦ HOW MUCH ARE THE REGISTRATION FEES?

Early-bird registration rates will be offered through **Wednesday, September 9, 2020**, at **\$325.00** for Active & Associate Members and Sister Society Members and **\$275.00** for Student Members. After September 9, registration fees will raise to **\$425.00** for Active & Associate Members and Sister Society Members and **\$350.00** for Student Members. Registration fees for Non-Members are **\$500.00** and early-bird rates do not apply.

#### ♦ WHAT IS INCLUDED IN THE REGISTRATION FEES?

Registration fees include access to all Convention-related materials, such as the Annual Reports Booklet and *Roman Replies & CLSA Advisory Opinions 2020*, and the opportunity to view up to 11 different presentations and engage in live Q&A sessions with the presenters over a span of three days, Monday, October 12 through Wednesday, October 14, 2020. Plus, on-demand access to all 15 recorded presentations following the live virtual event.

#### ♦ WHEN WILL REGISTRANTS GAIN ACCESS TO THE VIRTUAL PRESENTATIONS? FOR HOW LONG?

Access to the virtual convention environment will open at about 9:00am Eastern Time on Monday, October 12, 2020. Attendees will be emailed their login credentials in the week prior to the Convention. For those registrants who cannot attend the interactive sessions due to scheduling conflicts or differing time zones, each presentation and Q&A session will be recorded and available on-demand for two weeks following the conclusion of the three-day virtual event.

*Please note: Nix Conference & Meeting Management will offer video tutorials for attendees in the week leading up to the Convention so attendees may begin to familiarize themselves with the virtual environment, in preparation for the 2020 Virtual Convention.*

### 2020 VOTING ELIGIBILITY

Active Members who wish to vote in the Board of Governors election at the 2020 Annual Business Meeting, should remit annual dues no later than Wednesday, September 30, 2020. If you are unsure about your current dues status, or if you need to make a payment immediately, please phone the administrative office at (202) 832-2350 or visit <https://clsa.org/> and login to remit payment via MasterCard or Visa credit card.

As a reminder, if you are a recent graduate of a School of Canon Law, please contact the administrative office. If you have remitted dues at a rate of \$125.00 and registered for the Convention with similar student credentials, you will not be recognized by the administrative backend as “eligible” to vote. However, following the 2020 convention, your membership status will be upgraded to “Active” and your graduation date and degree will be acknowledged on your member profile. Thank you!

**Forgot your password for the CLSA website? Click to reset it!**

# FROM THE DESK OF THE EXECUTIVE COORDINATOR



*Donna Miller, JD, JCL*

When friends and family ask me how things are going these days, I count it as a blessing that I am able to say, “About the same as always.” I continue to work remotely from home, which I was doing before the pandemic made work-from-home necessary for a large percentage of our country’s population. Indeed, the summer months have proven to be a very productive time.

We have successfully launched the penal law webinar series that had been in the works for over a year. It has been a tremendous success. As of this writing, we have broadcast the first two parts, presented by Msgr. Fred Easton and Susan Mulheron (who presented her webinar in two segments). Part 3 (by Msgr. Jason Gray) will be on “The Penal Trial” and will be set for mid-September. Registration should already be open by the time you read this, so make sure to register early.

I want to take this opportunity to highlight a few items that will make the webinar process go more smoothly for all of us.

- (1) Please, please, please make sure to enter your email address correctly when you register. You will not receive any responsive emails (including a link to join the webinar) if you enter your email address incorrectly, and it is such an easy thing to avoid.
- (2) Do not wait until the day of the webinar to register. If you are not sure whether you will be available on the webinar date, go ahead and register any way. There is no penalty for not attending because we can accommodate everyone.
- (3) Note that the time given in the webinar announcements is Eastern time, so participants in other time zones will need to adjust the time for their own locations. The confirmation email usually adjusts the start time to the time zone in which the recipient is located. Several people invariably miss the webinar each month because they did not account for time zone differences.
- (4) Do NOT enter credit card information when you are eligible to use the member discount code. The registration form places the credit card entry blank first. Ignore it and find the box below where you can enter the member discount code that is provided.

(a) Do not share the discount code with non-members—webinars are a benefit for members who pay their dues. I check each registration against our member database, so I will deny their registration anyway!

(b) If you do mistakenly enter your credit card information and get charged, you can cancel your registration using the link in your confirmation email. Or you can email me so that I can instruct you on how to get a refund.

(5) Please allow up to 24 hours for your registration to be approved. I have to manually check every registrant’s member status before approving them, so it can take several hours before processing is completed.

(6) All of our regular monthly webinars are posted to the CLSA website in the Webinar Archives, usually within 24 hours after the webinar is broadcast. Currently only members can access the recordings.

The last thing that I want to highlight this quarter is our first-ever virtual convention that will take place in October. A great deal of preparation and behind-the-scenes work is going on already to make this event come to fruition. The major addresses and seminars that will be presented during the convention will not be saved to the CLSA website. The only way to view the convention speakers and seminars will be to register and participate in the virtual convention. In addition, those who attend the convention will be able to vote during the business meeting for the next Vice-President/President Elect, Secretary and two consultants. Following the convention, we will produce our annual volume of Proceedings with the written texts of the addresses and seminars and the minutes and reports from the annual business meeting.

This virtual event will be an exciting opportunity for anyone who usually cannot attend the annual convention (perhaps due to travel time and cumulative costs) to attend at a fraction of the normal overall cost for attending a live convention. We need approximately 200 active and associate members to register in order to break even. You will find everything you need to know at this link: <https://cls.org/page/convention>.

Please give careful consideration to this exclusive opportunity. We hope that you will join us for what promises to be a unique, informative and memorable convention. Even though you can’t “meet me in St. Louis,” we can meet in cyberspace for this (hopefully) once-in-our-lifetime event! Stay safe and healthy everyone! ♦



**Interested in more updates from the CLSA?**  
“Like” us on Facebook or “Follow” us on Twitter!  
<https://www.facebook.com/CLSAmerica>  
<https://www.twitter.com/canonlawsociety>

# NEW MEMBERS

Please join us in welcoming the following new members who have joined the Society since June 2020. If you wish to join the Society, or know someone who would be interested in becoming a member, please visit the 'Become a Member' page on our website ([https://clsa.org/general/register\\_member\\_type.asp?](https://clsa.org/general/register_member_type.asp?)).

Rev. Michael Amadeo  
Akeny, IA

Ms. Sonia Angioi  
Sardinia, Italy

Rev. Michael Banjo  
Abuja, Nigeria

Rev. Anthoni Bawanthade  
Ottawa, Ontario, Canada

Rev. Dr. James Campbell, SJ  
Nairobi, Kenya

Rev. Michael Carlson  
Greensboro, NC

Ms. Jean Chrostoski  
Cheyenne, WY

Rev. Augustine DeArmond, OP  
Memphis, TN

Mr. Patrick Duggins  
Lafayette, IN

Rev. Christopher Geiger  
Cincinnati, OH

Dr. Dawn Goldstein  
Washington, DC

Rev. Justin Golna  
Morgantown, WV

Rev. John Griffiths  
Chicago, IL

Mr. Luis Guzman  
Ormond Beach, FL

Dr. Judith Hahn  
Hessia, Germany

Rev. George Henwood  
Bristol, United Kingdom

Mr. Richard Hogan  
Lawrenceville, GA

Rev. Edward Horkan  
Arlington, VA

Mr. David Keatley  
Salem, OR

Mr. Joshua Korf  
Ontario, Canada

Rev. Caleb La Rue  
Lincoln, NE

Mr. Patience Lenye  
Ontario, Canada

Rev. Symphorie Lopoke  
Kinshasa, Democratic Republic of  
the Congo

Rev. Dr. Lennox Lusabe, CM  
Nairobi, Kenya

Rev. Jose de Jesus Mariscal Guzman  
Kennewick, WA

Rev. Alan Martineau  
Warren, MA

Mr. Alex Menez  
Cerritos, CA

Rev. Nicholas Muenks  
Florissant, MO

Dr. Edwin O'Shaughnessy, OSB  
Fort Collins, CO

Rev. Juan Peirano  
Mount Holly, NJ

Rev. Bill Pruett  
Oklahoma City, OK

Rev. Allan Remo  
San Francisco, CA

Rev. Jason Rocks  
Camden, NJ

Rev. Anthony Saiki  
Kansas City, KS

Rev. John Sheridan  
Canton, OH

Rev. Tony Vilano  
San Antonio, TX

## PUBLICATION UPDATES

- ♦ **Roman Replies and CLSA Advisory Opinions 2020** will be distributed to all 2020 Convention attendees electronically, and following the conclusion of the virtual Convention, the volume will be available for purchase on the CLSA website.
- ♦ Announcements regarding any future printing of the **Code of Canon Law** will be supplied to the membership as plans continue to develop. We thank you for your patience!

## IN MEMORIAM

### *Scholarship Donations*

The Reverend Monsignor Thomas J. Green  
The Reverend Monsignor Robert E. Hemberger  
The Reverend Robert Kaslyn, SJ  
The Reverend Robert T. Kennedy  
The Reverend Francis G. Morrisey, OMI  
Mr. Max F. Sauer

MAY THEY REST IN GOD'S PEACE

# RESOLUTION PROPOSALS

◆ 82nd Annual Business Meeting of the Canon Law Society of America ◆

Tuesday, October 13, 2020

## 2020 RESOLUTION PROPOSALS (1 OF 4)

**PROPOSED BY:** Susan Mulheron

**TITLE:** Creation of a Working Group on the Motu Proprio *Vos Estis Lux Mundi*

### STATEMENT OF RATIONALE:

**WHEREAS**, the apostolic letter of Pope Francis issued motu proprio, *Vos estis lux mundi*, became effective on June 1, 2019 for an *ad experimentum* period of three years;

**AND WHEREAS**, one of the purposes of the Canon Law Society of America as stated in its Constitution is “To cooperate in the continuous revision and renewal of the universal law of the Church and with the National Conference of Catholic Bishops in proposing new legislation, resolving current legal questions and implementing laws and structures which pertain to the vital life of the Church;”

**AND WHEREAS**, the motu proprio *Vos estis lux mundi* introduced groundbreaking legislation that warrants further study of the text as well as the practical effects of its implementation;

**BE IT RESOLVED THAT** the Board of Governors for the Canon Law Society of America constitute from its membership a working group to prepare a report on the motu proprio *Vos estis lux mundi*. The report is to offer a scholarly analysis of the law, identify areas where clarification is needed, and present suggestions for revision where appropriate.

**IMPLEMENTATION BY MEANS OF:** Working group consisting of CLSA members who accept the nomination from the Board of Governors on a volunteer basis. The report is to be submitted no later than June 1, 2021 (two years into the *ad experimentum* period and one year from its expiration) to the USCCB Committee on Canonical Affairs and the Pontifical Council for Legislative Texts, as well as published to the membership of the Society.

**ANTICIPATED COST:** None anticipated outside of ordinary administrative expenses of the Office of the Executive Coordinator.

**HISTORICAL NOTE:** All proposed resolutions are subject to review by the Resolutions Committee. Clarifications, modifications, and amendments may also be made to the resolution by CLSA members, with the approval of the author(s), at the Resolutions Hearing and the Annual Business Meeting.

Visit [www.clsa.org/page/convention](http://www.clsa.org/page/convention) for additional details on resolution guidelines. ◆

## 2020 RESOLUTION PROPOSALS (2 OF 4)

**PROPOSED BY:** CLSA Treasurer/Board of Governors

**TITLE:** Triannual Review of Membership Dues

### STATEMENT OF RATIONALE:

**WHEREAS**, membership dues are intended to cover the cost of providing services to membership through the CLSA Office in Washington, D.C., including the staff, office supplies, and equipment;

**AND WHEREAS**, a regular review of membership dues will proactively ensure a steady cash flow for the Society;

**AND WHEREAS**, the term of the treasurer is three years. The first year the treasurer is learning the system while operating under the previous treasurer’s budget. The second year the treasurer has the necessary understanding of the Society’s bookkeeping and this year the treasurer’s first budget. The third year the treasurer is self-assured and has a better grasp on the Society’s finances;

**AND WHEREAS**, dues have not kept pace with expenses and have not increased in the last five years;

**AND WHEREAS**, this third year is an excellent opportunity for the treasurer to lead the Board of Governors in a discussion regarding the financial status of the Society regarding the operating costs versus the income from membership dues;

**BE IT RESOLVED THAT** Article IV - Dues of the CLSA Constitution and Bylaws be amended by adding a fifth item that states:

“During the third year of the treasurer’s term of office he or she, with the assistance of the General Secretary and the Society accountant, shall conduct a thorough review of membership dues; evaluate income and expense trends; lead a discussion of these findings with the Board of Governors; and, if necessary, propose to the Board of Governors any adjustments which may be required to ensure solvency and to provide high quality services to the membership.”

If adopted, this new item would become number 2 under Article IV and the current items 2, 3, and 4 would become 3, 4, and 5, respectively, as this new item relates closely to the first.

**IMPLEMENTATION BY MEANS OF:** The resolution is implemented by the treasurer, the general secretary, and the Society accountant who will present information regarding income from dues versus cost of services to the Board of Governors so that they may recommend changes to the membership for a vote at the next General Meeting.

**ANTICIPATED COST:** None. ◆

# RESOLUTION PROPOSALS

◆ 82nd Annual Business Meeting of the Canon Law Society of America ◆

Tuesday, October 13, 2020

## 2020 RESOLUTION PROPOSALS (3 OF 4)

**PROPOSED BY:** Sr. Victoria Vondenberger, RSM

**TITLE:** Frank Morrissey Tribute

### STATEMENT OF RATIONALE:

**WHEREAS**, Francis G. Morrissey, winner of the 1990 Role of Law Award was a vital member of CLSA who traveled extensively, even when ill, to offer presentations to instruct canonists around the world sometimes even at serious risk of physical danger in parts of the world hostile to Catholicism;

**AND WHEREAS**, at the time of notification about the death of Francis G. Morrissey, OMI, the canon law listserv also had a lively discussion about copyright laws in tension with the need for access to canonical resources and publications especially for those in third world countries;

**AND WHEREAS**, Francis G. Morrissey, OMI personally provided resources as well as professional advice to canonists worldwide, particularly in areas of very limited finances, sometimes sending them copies of articles and books he authored and asking other canonists to do the same;

**AND WHEREAS**, the most important canon of the Code is that the supreme law of the Church must always be the salvation of souls (canon 1752) in all parts of the world;

**BE IT RESOLVED THAT** the Canon Law Society of America will create the Francis G. Morrissey Memorial Special Membership for those who demonstrate serious financial need. One CLSA Special Membership may be shared by those working in the same Tribunal and/or Chancery or the same canonical region which will not be a voting membership but which will afford access to CLSA on-line resources, publications, webinars, podcasts, etc. as well as offering those in group the membership rate for purchase of publications.

Determination of who will qualify for this group membership will be made by the Frank Morrissey Memorial Advisory Board composed of the current Treasurer of CLSA and the two senior consultants. That board will develop criteria and an application form for this special membership to be submitted to the Executive Coordinator of CLSA. The Board will decide details of the special membership, such as how many canonists may be part of one special membership and the yearly cost for such membership. The Board also will determine ways to publicize this possibility, including sending notices through the canon law listserv, other Societies of Canon Law, English speaking conferences of bishops, and the various schools of canon law throughout the world.

Appeals of the decisions of the Frank Morrissey Memorial Advisory Board may be made to the current CLSA Executive Committee.

## 2020 RESOLUTION PROPOSALS (4 OF 4)

**ANTICIPATED COST:** Since this would provide one membership for a group of canonists who could not afford to be members of CLSA on their own, this new type of membership may generate more income for the Society. Any costs for the online access to CLSA resources is already being covered by the dues of current members. ◆

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**PROPOSED BY:** Board of Governors

**TITLE:** Modifications to the *Procedure for Adjudicating Alleged Violations of the Code of Professional Responsibility* (CPR)

### STATEMENT OF RATIONALE:

**WHEREAS**, the Committee on Professional Responsibility is mandated as a standing committee according to the Constitution (Article X – Committees), with the following functions (Art. X, n. 8):

a. Regarding complaints:

1. To receive complaints of any party aggrieved with respect to provisions of the Code of Professional Responsibility of the CLSA;
2. To make an initial finding that the complaint is not frivolous but is serious in character;
3. To refer the matter to one of the hearing officers;

b. To issue advisory opinions on the application of the Code of Professional Responsibility, and;

c. To advise on all other questions concerning the professional responsibility of canonists (Canon Nine, Section d. (i) of the PR Code);

**AND WHEREAS**, discrepancies exist between certain provisions of the *Procedure for Adjudicating Alleged Violations of the Code of Professional Responsibility* (CPR) of the Canon Law Society of America, adopted in October 2016, and Article X of the Constitution of the Canon Law Society of America;

**AND WHEREAS**, the General Secretary is the authorized agent for the Canon Law Society of America in all matters, with particular responsibility for the Administrative Office;

**BE IT RESOLVED THAT** the following proposed text be adopted and appended to the existing *Code of Professional Responsibility*, to which it will become an integral part.

*see proposed text on page 7*

## CURRENT TEXT

### Procedure for Adjudicating Alleged Violations of the Code of Professional Responsibility (CPR) of the Canon Law Society of America

1. Accusation of CPR violations by CLSA members shall be referred to the Executive Coordinator (EC) for purposes of recording and filing the accusation. Accusations may be brought forward by members and those who claim to be aggrieved by members within three years of the alleged violation of the Code of Professional Responsibility. Prior efforts should be made to resolve disputes by alternate, informal means.
2. Within 15 useful days, the EC shall inform the accused and refer the accusation to the chair of the Committee of Professional Responsibility who shall determine whether the subject of the accusation would constitute a violation of the CPR. If his/her determination is negative, he/she shall so inform the EC who in turn shall inform the complainant and the accused. If the determination is negative, the complainant has fifteen useful days to appeal to the Board of Governors. If it is judged that the matter would constitute a violation, the case shall be referred by the chair to a hearing officer (HO).
3. Within 15 useful days, the HO shall investigate the matter, hearing the complainant, the accused, and other useful witnesses, and collecting relevant documents and other data. The investigation shall consider whether the accusation has the semblance of truth and, if so, any circumstances that mitigate or exacerbate the violation.
4. Within 15 useful days from the close of the investigation, the HO shall report its results to the chair who will convene the Committee to meet (in person or by conference call), within 15 useful days from receipt of the report. The Committee may consult further with the HO and/or seek further information. Within 15 useful days, the Committee shall determine whether the member is innocent, proven guilty, or not proven guilty. In the case of a guilty finding, the Committee shall recommend a penalty to the BOG, based in part on anything specified in the CPR. Otherwise the conclusion shall be communicated to the EC who shall inform the accused and the complainant and record the matter in the membership files.
5. In the case of a guilty Committee finding, the BOG, after giving the accused a further opportunity to be heard, within 15 useful days shall review the Committee's finding and either confirm or reverse it. The BOG shall consider the recommendations of the Committee and impose the penalty. Penalties may include warning/censure, suspension (from committee service and voting privileges), and dismissal from the CLSA. There is no appeal against the decision of the Board of Governors.
6. The CLSA President shall inform the accused and the complainant of the action.
7. The EC will record the matter in the membership files. ♦

## PROPOSED TEXT

### Procedure for Adjudicating Alleged Violations of the Code of Professional Responsibility (CPR) of the Canon Law Society of America

1. Accusation of CPR violations by CLSA members shall be referred to the Executive Coordinator (EC) **and General Secretary (GS)** for purposes of recording and filing the accusation. Accusations may be brought forward by members and those who claim to be aggrieved by members within three years of the alleged violation of the Code of Professional Responsibility. Prior efforts should be made to resolve disputes by alternate, informal means.
2. Within 15 useful days, the EC shall inform the accused and refer the accusation to the Chair of the Committee of Professional Responsibility. **The Chair, in turn, shall convene the Committee (in person or by conference call), to make an initial finding that the complaint is not frivolous but is serious in character and would constitute a violation of the CPR. If the Committee's determination** is negative, the Chair shall so inform the EC who in turn shall inform the complainant and the accused. If the determination is negative, the complainant has 15 useful days to appeal to the Board of Governors (BOG). If it is judged that the matter would constitute a violation, **by majority vote of the Committee**, the case shall be referred by the chair to a hearing officer (HO).
3. Within 15 useful days, the HO shall investigate the matter, hearing the complainant, the accused, and other useful witnesses, and collecting relevant documents and other data. The investigation shall consider whether the accusation has the semblance of truth and, if so, any circumstances that mitigate or exacerbate the violation.
4. Within 15 useful days from the close of the investigation, the HO shall report **his/her** results to the chair who will convene the Committee to meet (in person or by conference call), within 15 useful days from receipt of the report. The Committee may consult further with the HO and/or seek further information.
5. Within 15 useful days, the Committee shall determine whether the member is innocent, proven guilty, or not proven guilty. In the case of a guilty finding, the Committee shall recommend a penalty to the BOG, based in part on anything specified in the CPR. Otherwise the conclusion shall be communicated to the EC who shall inform the accused and the complainant and record the matter in the membership files.
6. In the case of a guilty Committee finding, the BOG, after giving the accused a further opportunity to be heard, within 15 useful days shall review the Committee's finding and either confirm or reverse it. The BOG shall consider the recommendations of the Committee and impose the penalty. Penalties may include warning/censure, suspension (from committee service and voting privileges), and dismissal from the CLSA. There is no appeal against the decision of the Board of Governors.
7. The CLSA President shall inform the accused and the complainant of the action.
8. The EC **and GS** will record the matter in the membership files.♦

## A MESSAGE FROM THE CANON LAW SOCIETY OF AMERICA BOARD OF GOVERNORS

### ◆ REGARDING SEARCH FOR A GENERAL SECRETARY ◆

**POSITION SUMMARY:** The General Secretary manages and is responsible for the day-to-day operations of the Office of the Canon Law Society of America in Washington, DC.

#### **PRIMARY RESPONSIBILITIES:**

1. Implements the decisions of the Board of Governors (BOG).
2. Manages the Office of the CLSA, directing and supervising the work of the Administrative Assistant and other staff.
3. Collaborates with the Executive Coordinator so that materials are properly and promptly prepared by staff for publication.
4. Working with the Treasurer, manages the day-to-day business operations of the CLSA, and is responsible for the financial operation of the CLSA.
5. Responsible for establishing deadlines throughout the year, e.g., Newsletter preparation, convention tasks, website updates, mailings, etc.
6. Responsible for coordinating the logistics, making arrangements for and attending to the details related to the annual CLSA convention and meetings of the BOG, including hotel accommodations and preparation and sending meeting materials.
7. Responsible for maintaining the CLSA website.

This is not intended to be an all-inclusive list. **Please view the full position description for additional expectations, responsibilities, and requirements.**

**REQUIREMENTS:** Willingness and ability to use God-given gifts and talents to support the mission of the Church, canon law, and the Canon Law Society of America in his/her present vocational state.

**EDUCATION:** A baccalaureate degree

#### **COMPETENCIES:**

- o Interpersonal Skills
- o Customer Service
- o Verbal/Written Communications
- o Detail-Oriented
- o Organizational Skills
- o Independent Initiative
- o Proficient and comfortable with computer systems and technology

The Board of Governors is now actively seeking candidates to fill the full-time position of General Secretary. Salary and benefits are commensurate with experience. Candidates are asked to submit a resume, cover letter, and references to Jay Conzemius, CLSA President, at [president@clsa.org](mailto:president@clsa.org). The deadline to apply for the position of CLSA General Secretary is **Friday, October 2, 2020.** ◆