

Add/Edit Council Positions

1. All organizations have a list of positions which are authorized for that organization. Some of these positions are unique for a given organization (e.g., a Region can have only one minister). Other positions can have more than one person in them (e.g., a Fraternity can have 0 or more Councilors). On an organizational summary page there will be a list of positions which are filled. If the position is required/active and not currently filled it will be marked as 'Vacant'. To change the person in a position click on the [Details](#) link at the end of the line. If the position is not present click on the [Create New Position](#) link (see 3. below).

Position Title	Position Description	Person Name	Last Election	Estimated Next Election	Elected/ Appointed	Date Appointed	Edit/View
Minister		Bill Mussatto	8/14/2022	8/2025	Elected		Edit/View
Vice Minister		Randy Rohrer	8/14/2022	8/2025	Elected		Edit/View
Secretary		Judith Mussatto			Appointed	5/1/2023	Edit/View
Treasurer		Juanito Garlitos	8/14/2022	8/2025	Elected		Edit/View
Councilor		Myrna V. Kildare			Appointed	5/1/2023	Edit/View
Formation Director		Jaqui Bradley	8/14/2022	8/2025	Elected		Edit/View
Newsletter Editor		Bill Mussatto			Appointed	10/15/201	Edit/View

Records 1-7 of 7

[Create New Position](#)

- a. When the [Edit/View](#) link is present, the Edit (organization, e.g., Fraternity) Position form is displayed.
- b. The **Position Name** is displayed at the top. There is an optional **Position Description** than can be used for positions which have special responsibilities (e.g., Councilor for Southeast District would have 'Southeast District' entered in the Position Description box).
- c. If you need to change the person holding the position use the **Select a New Name** drop down. It will show only the Active Professed within an organization in the list. In the case of Regions and National this is an autocomplete field because there are too many possibilities. In this case enter the beginning of the *last* name and it will give you a list of choices.
- d. If the position is Vacant, use the **Vacant Position Flag** to override the name and 'Vacant' will be displayed.
- e. Select whether the position is elected or appointed using the **Elected/Appointed** radio buttons.
- f. If Appointed enter the **Date Appointed** in the box.

CUA Fraternity Position

[RETURN TO ORG SUMMARY](#)

Position Name Formation Director

Position Description

Current Person Bradley, Jaqui

Select a New Name

Vacant Position Flag

Position Required Yes

Multiple Allowed No

Last Election 4/2/2023

Estimated Next Election 4/2/2026

Elected/Appointed Elected Appointed

Notes

Position Active for this Org

Selected Person ID 56507

display name Jaqui Bradley

[UPDATE](#)

- g. If the position is not required *and* no longer wanted uncheck to **Position Active for this Org** and set the **Vacant Position Flag**. When you Update the form, the position will be removed from the organization's position table.
- h. The Last Election Date and Estimated Next Election field are controlled by the election registration process. Remember if there has been a recent election only the Admin user should perform the updates to properly record the election.
- i. After you have completed all changes click UPDATE

2. If the position is not present, click on the **Create New Position** link. This will open a similar form as shown on the right. The "Select Position" drop down will have only those positions that are required but not yet listed/filled, or are filled, but allow multiple members to serve in that position, or optional positions that are not yet listed.

- a. **Position ID** drop down will show you the list of available positions. If the position does not show up then it's not currently authorized for this organization. Use the Contact Us form on the organization summary page to request it. Note: NEC steering committee permission is needed to add positions. If it's a minor variation of one of the positions in the drop down, use the **Position Description** to add the specific details.
- b. The **Last Election Date** and **Next Election** Dates will be filled in by the Election Registration Process.
- c. Most of the positions in the drop down list are appointed so this is the default choice of the **elected/appointed** radio buttons.
- d. Enter the actual **Appointed date** since appointments are independent of elections.
- e. Enter any need **Notes** in the provided box.
- f. Click on SUBMIT button to save the additions.
- g. If you don't want to make the changes click on RETURN TO ORG SUMMARY .

3. Spiritual Assistant (SA) are treated slightly differently. Editing an SA position is an *Admin Only Function*. The **Details** link will only appear if the user has the Admin role.

- a. To change the assignment of a person to be a Spiritual Assistant (SA) click on the **Details** link. The following form will be displayed. The **Spiritual Assistant** dropdown will show all the people who have been certified as

properly prepared.

Appointments must be approved by a Province so the **Appointed By** dropdown lists all the active provinces. A SA can be assigned only after approval by the appropriate Province and acceptance by the organization's council to which the SA will be assigned.

- b. To create a new SA position click on the [Create New SA Position](#) the form at the right will open. The only different is the **Position** will be a drop down where you can choose either "Spiritual Assistant" or "YouFra Spiritual Assistant".

Assign Spiritual Assistant

RETURN TO ORG SUMMARY

Organization Display Name	Saint Padre Pio-Moreno Valley-CA
org_unit_id	10134
Position Name	Spiritual Assistant
Spiritual Assistant	Mussatto, William Roland
Date Appointed *	<input type="text"/>
Appointed By ?	Select Province for SA Appointment
Last Edit Date	11/24/2015 18:00:10
Position Active for this Org	<input checked="" type="checkbox"/>

UPDATE

Create New Spiritual Assistant Position

RETURN TO ORG SUMMARY

Org Unit Name	Saint Padre Pio-Moreno Valley-CA
Org Unit ID	10134
Date Appointed *	<input type="text"/>
Appointed by Province	Select Province
Position	Spiritual Assistant
Position Description	
Name	Select Member
Notes	<input type="text"/>

SUBMIT