

4. SECRETARY TO THE SECRETARIAT *revised Mach 2011*

1. Attend Secretariat meetings.
2. Prepare agendas and minutes.
3. Be responsible for contacting and confirming staff for each Cursillo. (*Sample letters 1-7 provided, specific to each role.*)
3. Prepare Palanca lists for each Cursillo Weekend, including the names of all Staff members and Pilgrims. Send to Group Convenors and to the Imp-sheet editor. (*Editor to forward to Cursillistas not in Reunion Groups.*)
5. Deal with miscellaneous correspondence.
6. Maintain records in reasonable order. (*e.g. W/e details, minutes, correspondence, lists of Trustees and signatories.*)
7. Prepare Staff and Pilgrims lists.
8. As far as possible keep databases of membership up to date, collating information provided by the Group Convenors and the Post-Weekend Rep.
9. Make preparations for the AGM, *separate list available*, and take minutes.
10. Liaise with Lay Director over booking venues for all meetings.
11. Complete the Charity Commissioners' forms as soon as possible following the AGM.
12. Inform BACC of new officers.

Secretariat meetings

Secretariat meetings are held approximately every four months.

The date and venue of the next meeting is confirmed at each meeting and is noted in the minutes.

Those attending are:

- Lay Director (chair)
- Spiritual Director
- Lay Director elect (if any)
- Pre-Weekend Rep
- Weekend Rep
- Post-Weekend Rep
- Treasurer
- Secretary
- Publicity Rep
- BACC Rep
- Palanca Rep (co-opted)
- Imp-sheet Editor (co-opted)

Agenda

1. The Secretary is responsible for working through the previous minutes and noting any items for inclusion on the Agenda.
2. The Secretary should then liaise with the Lay Director, make any amendments and /or additions, and then circulate them to all members due to attend, approximately 10-14 days before each Secretariat meeting

Minutes

The Secretary is responsible for keeping a true record of matters discussed at meetings. S/he has the right to be involved in any discussions and decisions.

The minutes should be distributed as soon as reasonably possible, with action points highlighted. Copies should be sent to each member of the Secretariat and to the Reunion Group Convenors.

At each meeting each page of the minutes of the previous meeting, once accepted, should be signed by the Lay Director as an accurate record of that meeting.