

Welcoming in new Cursillistas.

1. Two/three days after each Cursillo send a welcome letter to all new Cursillistas, giving dates of Ultreyas and any other meetings, and drawing particular attention to the date, time and venue of the “What Next?” meeting and the next Ultreya, including relevant maps. Check with the Imp Editor about including the latest Imp Sheet if these were not distributed during the post-Clausura tea.
2. Check that Sponsors have been able to make personal visits to “their” Pilgrims during the first couple of weeks home after their Cursillo weekend. (Or have arranged a proxy to do so.) Check with Sponsors whether each Pilgrim from a Cursillo has joined a Reunion Group. When necessary, assist Sponsors to help them do so. Forward the information to the Secretary for his/her records. Where a Pilgrim has not been able to join a Group inform both the Secretary and the Imp Sheet editor so that they can correspond with them.

Organising Ultreyas. *(Usually following a 2<sup>nd</sup> training day.)*

1. Check that the Secretary has booked the venue, following the agreement of the Secretariat. Appoint Group Reunions, by rotation, to arrange all practical details for the Ultreya, including the availability of hymnbooks (usually from the local church) and Ultreya cards (stored by yourself.) Check that whichever Reunion group is running the event has the current advice sheet on doing so, that all is ready, and be prepared to assist/advise where necessary.
2. Ensure that the information about the next Ultreya, including a map, is with the Imp-sheet Editor in time for inclusion in the next issue.
3. Provide tables at Ultreyas with resource material, including current copies of “Advice regarding Sponsoring,” and Gift Aid envelopes.

Organising Summer and Winter Events

1. Summer – allocate Reunion Groups by rotation to organise these. Advise the group to suggest to Secretariat a suitable Saturday in June asap before they confirm any venue booking.
2. Winter – Take Bookings and co-ordinate with the venue. (Secretariat make arrangements.)

Maintaining contact.

1. Ensure the list of Reunion Groups listed on the Imp-sheet is correct, with current contact details.
2. Maintain lists of current members of each Reunion Group, and send copies to the Lay Director annually. At least once a year, preferably just prior to the AGM, check with the Group Convenors for any changes. Where someone has moved away and is believed to be still “active” inform the Imp-sheet Editor so they can be sent the Imp sheet.
3. Inform the Secretary of any changes so that s/he can update the main databases.
4. Liaise with the latest Palanca Imp to arrange Palanca Parties as necessary.