

Cursillo Bylaws – Roles and Responsibilities

1) President/Lay Director

- a) Both Oregon and SW Washington must be represented in the President and Vice-President roles. Persons holding these roles may not be residents of the same state.
- b) Responsibilities:
 - i) Schedule, prepare agendas, and facilitate all Secretariat meetings. Send reminder notifications before meeting.
 - ii) Prepare and present reports, including the Annual Report at the Diocesan Convention, special reports to the Bishop(s), and other reports as needed.
 - iii) Insure all Secretariat members perform assigned duties
 - iv) Foster a spirit of unity, collaboration and cooperation among the Secretariat and Cursillo community.
 - v) If it is found a member shall not be able to follow through, the lay director or spiritual director shall approach member individually to develop a solution. Solutions may include temporary role restructure, task reassignment, resignation and replacement, or any other solution at the President/Lay Director's discretion.
 - vi) The President cannot serve in any other capacity on the Secretariat, or as Rector/Rectora, for the duration of his/her term.
 - vii) Six months' notice is required for Presidential resignation. This requirement may be waived at the Secretariat's discretion by simple majority vote.
 - viii) The President may be removed after missing two consecutive meetings at the Secretariat's discretion.

2) Vice President

- a) Both Oregon and SW Washington must be represented in the President and Vice-President roles. Persons holding these roles may not be residents of the same state.
- b) Responsibilities:
 - i) Duties as assigned by President
 - ii) Facilitate meetings in President's absence.
 - iii) Lead special projects as necessary, ex, Bylaws Reviews, Fundraisers, recruiting new Secretariat members.
 - iv) Work with Secretariat to create and execute marketing plan to promote Cursillo weekend participation.
 - (1) Conduct yearly Cursillo community marketing survey
 - (a) The yearly marketing survey should include at a minimum:

[Type here]

- (i) Whether they'd recommend Cursillo weekend participation, and why/why not.
 - (ii) How weekends can be more inclusive
 - (iii) What areas for improvement exist.
 - (iv) How the Secretariat can better serve the community
 - (b) Provide marketing survey results to the Secretariat for analysis and action.
 - (2) Conduct post-weekend participant and team surveys after every Cursillo weekend
 - (a) The post-weekend survey should include at a minimum
 - (i) Overall satisfaction with the weekend
 - (ii) Questions specifically targeting facilities, rollo quality and effectiveness, activity effectiveness, benefits obtained from weekend participation, organization, and other areas identified by the Secretariat
 - (iii) Areas for improvement.
 - (b) Provide post-weekend survey results to the Secretariat for use in subsequent weekend planning.
 - v) Act as liaison between Secretariat and parishes as needed.
 - (1) Provide 6 months notification of upcoming weekend to every parish in Oregon and SW Washington.
 - (2) Provide 2 months notification of upcoming Grand Ultreya to every parish in Oregon and SW Washington, with request to include date and location information in the parish bulletin and other communication mediums.
 - (3) Act as point of contact for Sponsor and clergy questions.
 - vi) Collaborate closely with the Communication Chair to ensure that information is disseminated.
 - vii) Act as Backup Financial Signatory if President is not available.
 - c) The Vice-President cannot serve in any other capacity on the Secretariat, or as Rector/Rectora, for the duration of his/her term.
 - d) Six months' notice is required for Vice-President resignation. This requirement may be waived at the Secretariat's discretion by simple majority vote.
 - e) The Vice-President may be removed after missing two consecutive meetings at the Secretariat's discretion.
- 3) Spiritual Director
- a) This position is open to respected, well-networked Deacons, Priests and retired Bishops.

[Type here]

b) Responsibilities:

- i) Provide Christian leadership and oversight to ensure that the Secretariat is in alignment with Christian values and ideals
- ii) Advise the Secretariat in spiritual matters.
- iii) Encourage Priests to (a) bring candidates forward and (b) assist in their sponsorship through parish involvement.
- iv) Assist Rector and Vice-Rector in securing the spiritual direction team for weekends by obtaining commitments for scheduled weekends.
- v) Support at least one Cursillo weekend per year by serving on the Spiritual Direction team, or have served on the spiritual team within the past two years.

4) Secretary

a) Responsibilities:

- i) Compose and distribute meeting minutes.
 - ii) Maintain a current electronic Secretariat contact list.
 - iii) Prepare other electronic documentation as required by the Secretariat.
 - iv) Perform other duties as assigned by the Secretariat.
- b) The Secretary cannot serve in any other capacity on the Secretariat, or as Rector/Rectora, for the duration of his/her term.
- c) Six months' notice is required for Secretary resignation. This requirement may be waived at the Secretariat's discretion by simple majority vote.
- d) The Secretary may be removed after missing two consecutive meetings at the Secretariat's discretion.

5) Treasurer

a) Responsibilities:

- i) Electronically maintain financial records in accordance with Diocesan accounting guidelines.
- ii) Manage all Secretariat financial needs, including but not limited to bank account oversight, tax requirements, federal and state requirements.
- iii) Prepare and present financial reports at each Secretariat meeting
- iv) Create budgets for
 - (1) Fiscal Year

[Type here]

(2) Cursillo weekends

- v) Apply to Diocese for funding as needed.
 - vi) Manage weekend registration funding intake, roster compilation and maintenance, and distribution.
 - vii) Identify and present alternative funding sources to the Secretariat for action.
 - viii) Assess scholarship needs and secure funding to support attendees needing assistance.
 - ix) Perform other duties as assigned by the Secretariat.
- b) The Treasurer cannot serve in any other capacity on the Secretariat, or as Rector/Rectora, for the duration of his/her term.
 - c) Six months' notice is required for Treasurer resignation. This requirement may be waived at the Secretariat's discretion by simple majority vote.
 - d) The Treasurer may be removed after missing two consecutive meetings at the Secretariat's discretion.

6) Palanca Chair

- a) Responsibilities:
 - i) Establish and maintain liaison relations with the National Cursillo Organization Palanca Committee.
 - ii) Coordinate Palanca contributions from outside Cursillo communities
 - iii) Transport Palanca to Cursillo Weekend site.
 - iv) Support weekend Palanca by:
 - (1) Ensuring that weekend Palanca chairs have contacted each sponsor to explain Palanca needs and suggest strategies to obtain Palanca for their candidate.
 - (2) Acting as advisory resource for weekend Palanca chairs
 - (3) Being prepared to assist weekend Palanca team

7) Quartermaster

- a) Responsibilities:
 - i) Secure Cursillo weekend supplies in storage location:
 - (1) Free from environmental damage
 - (2) Safe from vandalism and theft

[Type here]

- (3) Guarded against physical deterioration of storage environment
 - ii) Inventory supplies after every Cursillo Weekend, and at least once quarterly throughout the year.
 - (1) Provide inventory update to Secretariat and upcoming weekend Rector 3 mos prior to weekend.
 - (2) Provide update on trailer status/condition to Secretariat at each Secretariat meeting. Update may be provided via email, phone call, or other medium.
 - iii) Transport supplies to Cursillo Weekend events, and return supplies to storage location after post-weekend inventory.
- 8) Communications Chair
- a) Responsibilities
 - b) Lead Communications Team of at least 2 additional people.
 - c) Publish quarterly communication to include but not limited to:
 - (a) Secretariat office holders
 - (b) Secretariat vacancies
 - (c) Secretariat volunteer support needs
 - (d) Coming Cursillo weekend dates and locations
 - (e) Coming Cursillo weekend staff needs
 - (f) Call for Cursillo weekend candidates w/ link to website and point of contact email address.
 - (g) Financial report including balance in account, funding needs.
 - ii) Maintain Cursillo website functionality and updates
 - iii) Update Cursillo community Facebook page
 - iv) Maintain Cursillo contact list