

## COMMUNICATION CHAIRPERSON

Secretariat Approved October 16, 2004

### 1. General Information

- ⑩ Active in 4<sup>th</sup> Day
- ⑩ Committee Chair of the Secretariat
- ⑩ Does not have to be a member of the Secretariat
- ⑩ Encouraged to regularly attend Secretariat meetings.
- ⑩ Serves for an unspecified length of time at the discretion of the Lay Director
- ⑩ Has voice

### 2. Job Description

- ⑩ Maintains contact with the Secretariat
- ⑩ Follows the instructions of the Secretariat
- ⑩ Informs Secretariat of any problems/concerns
- ⑩ Sends out a quarterly newsletter addressing:
  - ⑩ Current events offered
  - ⑩ Upcoming events of interest
  - ⑩ Dates for Cursillo weekends
  - ⑩ Clausura dates of the Cursillo weekends
  - ⑩ Articles of interest from National Episcopal Cursillo
  - ⑩ Articles of interest written by Cursillistas
- ⑩ Maintains a list of Cursillistas who receive the newsletter
- ⑩ Ensures information in newsletter is current and correct