

The Episcopal Diocese of Texas  
Cursillo Secretariat

**SECRETARY**

DOT Cursillo By-Laws and Robert's Rules of Order, April 2004  
Secretariat Approved May 15, 2004

1. General Information

- ⑩ Active in 4<sup>th</sup> Day
- ⑩ Officer of the Secretariat
- ⑩ Does not have to be a member of the Secretariat
- ⑩ Serves for an unspecified length of time at discretion of the Lay Director

2. Job Description

- ⑩ Records minutes of each Secretariat meeting to include a:
  - ⑩ List of members (and convocations) in attendance
  - ⑩ List of members (and convocations) absent
- ⑩ Types notes and sends to Representatives for review before the next meeting
- ⑩ Makes any needed corrections
- ⑩ Maintains book of approved minutes