

The Episcopal Diocese of Texas
Cursillo Secretariat

TREASURER

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

1. General Information

- ⑩ Active in 4th Day
- ⑩ Officer 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 Secretariat.
- ⑩ Has voice

2. Job Description

- ⑩ Maintains books and receipts (vouchers)
- ⑩ Collects checks from team members and participants from Registrar for each Cursillo weekend
 - ⑩ Deposit checks/money in a timely manner
 - ⑩ Pays and documents any scholarship fee(s)
 - ⑩ Pays cancellation refunds in a timely manner
 - ⑩ Pays bills received for Cursillo weekends in a timely manner
- ⑩ Collects money from Clausura of each Cursillo weekend and deposit checks/money in a timely manner
- ⑩ Pays other bills received per budget items
- ⑩ Provides a Treasurer's report to the Secretariat at each meeting
- ⑩ Provides all information for an annual audit to an appointed Audit committee of the Secretariat