

Secretary's Duties

Debbie Wilson

The secretary's primary duty is to take concise and correct minutes at each regular monthly meeting.

1. The secretary edits these minutes and sends a copy to the Lay Leader for corrections and/or additions before emailing a copy to each member of the Secretariat Board. The minutes once emailed to the board members, are to be formally approved at the next regular meeting. A copy of the minutes of each meeting should be forwarded to the webmaster for the community to view. The secretary will also voice record each meeting for anything that needs to be added or corrected. These recordings are to be heard only by the secretary.
2. The secretary is also responsible for taking minutes at Ultreya's special meetings, National Gatherings, etc. or verifying that minutes are being taken. All the minutes shall be in the custody of the Secretary, both in print and digital formats.
3. Many special gatherings and Ultreyas are small and may only warrant a "recap" of the meeting.
4. Because all these minutes will be filed, future Secretaries will have an example to follow.
5. Perform other duties as assigned by the Lay Leader.

Secretariat Archivist Duties:

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The Archivist is responsible for cataloging and maintaining copies of digital and print materials of Via de Cristo.

1. The secretary will have copies of the songbooks, photo albums, Leadership Training Materials, Treasurer's Reports, The Essentials, Rector/Rectora reports, By-Laws, Constitution, and all else that will aid future Secretariat members or members of the community.
2. The Archivist will also be responsible to forward all historical documents to the Webmaster for back-up filing and as directed by the Secretariat. The Webmaster shall place the documents on the Website for the benefit of the entire Community.
3. Perform other duties as assigned by the Lay Leader.

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