

NOMINATION PROCEDURE FOR SECRETARIAT POSITIONS

1. Secretariat Positions: The Secretariat positions open for nominations at the October 18, 2008 School of Leaders are:

- A. Lay Director
- B. Pre-Cursillo Chair
- C. Post-Cursillo Chair
- D. Treasurer

2. Duties/responsibilities for the above positions can be found in the Bylaws.

3. Additional recommendations are:

A. Lay Director: A lay person responsible for organization and methodology; served as a Coordinator of the 3-day weekend; has knowledge of the Cursillo Movement, methodology and Cursillo publications; prior/current Secretariat or Committee experience; has the necessary skills to be able to do everything possible to promote a spirit of unity not only among the members of the Secretariat, but also in the School of Leaders and throughout the Diocesan Cursillo Movement.

B. Precursillo Chair: strong communication, organizational, motivational, and personal contact skills; knowledge and understanding of all requirements pertaining to sponsors and candidates; able to work effectively within the limited time constraints; web and email access; knowledge of the Cursillo movement and methodology.

C. Postcursillo: Knowledge of the Cursillo Movement, methodology and Cursillo publications; strong communication, motivational, personnel, management, organizational, decision-making, training, leadership, and personal contact skills; time and travel availability; computer skills; web and email access.

D. Treasurer: Written and verbal communication skills to provide concise and accurate accounting and recording of all finances; accurate and timely reporting of finances via the required financial reports; organizational skills for reporting, filing, archiving, and referencing data; accurate and timely ordering of books and supplies, payment of accounts and stipends and any correspondence pertaining to finances; web and email access; and knowledge of the Cursillo Movement and methodology.

4. General Requirements for eligibility for nomination:

- A. The Nominees should be Cursillistas for at least two (2) years since their Weekend.
- B. The Nominees should be living the Movement. As a minimum, this is Grouping and attending Ultreya on a regular basis. Attendance at the School of Leaders is preferred.
- C. Nominees elected must be available to attend School of Leaders and Secretariat meetings monthly, and have additional time to accomplish their responsibilities and duties.
- D. Nominees selected in the November Secretariat meeting will serve a two (2) year term with option for re-nomination at the end of the first term as per the Bylaws.

5. Basic outline of procedure:

- A. Nominations take place at the October School of Leaders
- B. Nominees should be present to accept; if unable to be present, a written letter of proxy must be provided to be read aloud.
- C. Nominees will meet with the Secretariat immediately after the School of Leaders nomination session. The following are some of the questions to be asked:
 - 1) Why the Nominee is willing to serve in that position.
 - 2) Why the Nominee feels qualified to serve in the nominated position. (Nominee will state qualifications)
 - 3) What knowledge/education the Nominee has about the Movement.
 - 4) If the Nominee truly has the time required to serve in that position.
 - 5) Questions posed by any Secretariat member, other than the above.
- D. Nominees unable to be present will be contacted by a member of the Secretariat and given the questions listed above to be answered by email to all Secretariat members.
- E. The election of new Secretariat members will take place at the November meeting of the Secretariat, according to the Bylaws and a 2/3-majority vote of the entire Secretariat is necessary for election.
- F. The current Lay Director will then notify the Nominees of results of the selection vote. Each nominee not selected will again be asked if he/she would be willing to serve at a later date should a vacancy arise, and if he/she would be willing to serve on a committee.
- G. New members of the Secretariat will be installed by a Spiritual Advisor at the Annual Retreat, and given all materials necessary to begin their duties.

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