

DUTIES OF A COUNTY REPRESENTATIVE

These representatives are the communication link between the county and the Executive Board, presenting the needs and concerns of their members, and reporting the outcome of the Executive Board's decisions at their membership's meetings. The county representative shall schedule at least four county meetings per year. All meetings are scheduled with the approval of the Office for Catechetical Formation. (By-Laws: Article 6)

1. Attend all PD/C/ARE Executive Board Meetings.
2. Coordinate the county annual calendar of meeting dates/locations:
 - Present the proposed calendar at the PD/C/ARE Board Meeting which plans the PD/C/ARE annual calendar. The Office for Catechetical Formation gives final approval.
3. Create a meeting agenda at least one week prior to date of meeting and send to OCF for approval. Include:
 - opening & closing prayer;
 - old & new business items;
 - upcoming PD/CARE events, etc.
 - other agenda items specific to the county.
4. Facilitate meetings:
 - Appoint another member to act to perform this duty in his or her absence.
5. Identify Secretary to take meeting summary notes. The secretary should:
 - Send summary notes to representative and Office for Catechetical Formation for approval and prior to distribution.
 - Appoint another member to act to perform this duty in his or her absence.
6. At least 3 days prior to the meeting, send agenda and meeting summary notes to the membership.
7. Encourage members to attend PD/CARE events.
8. Assist with the PD/C/ARE events.
9. Assist with the Catechetical Convocation.