

P/D/CARE SECRETARY: DUTIES

The Secretary shall attend to all official correspondence of the Association. S/he shall record the minutes of the Executive Board meetings and distribute them to its members for approval. S/he shall also prepare for the general election of the Executive committee members by chairing the Ad Hoc Election Committee. (PD/C/ARE By-Laws, Article 5, C)

- Post Board meetings, sends a copy of the minutes to the OCF Director and President for approval.
- Maintains a supply of PD/C/ARE note cards. Contacts OCF to reorder.
- Catechetical Convocation
 - + Writes Thank you cards for presenters and those receiving stipends prior to Convocation
 - + Obtains stipend check from OCF and places in thank you card.
- PDCARE Events – provides name badges for PD/C/ARE events unless provided by the OCF or the Treasurer.
- Mass for Religious Education: Secretary and Treasurer read names of catechist recipients.
- Prepares Biography of Candidates for Executive Committee positions according to the By-Laws.