

# Area Representative Responsibilities

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Version: 6.15.11

1. One representative and one assistant may be recommended by the local Ultreya of each parish or town and submitted to the Lay Director and Cursillo Board for approval.
2. The Area Representative may bring input to Board meetings and have input at Board meetings before motions are made.
3. It is recommended that the Area Representative not be a member of the board and if elected to office then this individual would provide a replacement until the period of office has expired.
4. Duties and Responsibilities are as follows:
  - a. Acts as a liaison between their parish or area and the Board.
  - b. Attends all Board meetings when possible but at least two times per year.
  - c. Keeps an active list of Cursillistas in their area which would include current phone numbers and addresses to help keep our central data system updated.
  - d. Have knowledge of active group reunions and ultreyas for new cursillistas to attend.
  - e. Be able to provide candidate applications, team applications, brochures, upcoming Cursillo dates, and other information which is available at [www .quincycursillo.com](http://www.quincycursillo.com) .
  - f. Get permission to use email addresses from new cursillistas and those who you currently do not have permission for.
  - g. When final team lists are sent out for weekends, provide this information to those in the area for their prayers, palanca, and letters. Provide knowledge of Buddy Mass, those giving talks, sign up for meal service and Palanca Chapel.
  - h. When candidate lists are provided, which is typically by the Buddy Mass, then names can be sent out for prayer, palanca, and letters of support, to those in their area. These lists cannot be used for any personal contact with the candidates. The information is privileged and is not to be abused by contacting these individuals which could cause them to not make the weekend.
  - i. Share important information from board meetings, prayer requests in support of those in your area, and info available at the website.
  - j. Contact sponsors, from your area, prior to the weekend for their candidate and provide help and info if needed.
  - k. Establish an email list, stay in contact with those who use this service and have approved your use of it, as this will be the easiest and fastest form of contact. For those who do not have email and you do not have contact with normally; stay in contact at least by mail a couple of times a year.
5. The Area Representative should be available to sponsors for questions and concerns regarding candidates.
6. Hosts Post Cursillo activities including Ultreya. At Ultreya, the Area Rep shall inform the community of highlights of the previous board meetings or if a board member is present then they should present them. Create an agenda to add structure to the Ultreya gathering.