

ECW-EDOW BOARD
JOB DESCRIPTIONS(abbreviated)

SECRETARY:

The Secretary provides administrative and clerical support to the Board, through the timely and accurate collection and sharing of information directly related to its activities. The Secretary ensures that the Board is well informed and that its activities are well documented for the use of Board members. Keeps an updated mailing list. Notify Board Members of meetings and keeps record of Board attendance.

REGIONAL REPRESENTATIVES:

1 Serve as liaison between the ECW Board and parish groups. Establish contact and becomes knowledgeable about the parish groups in the region you represent. Maintain regular contact with parish groups, but assume no responsibility for creating an ECW structure where one is not wanted. Is available to help parish groups organize an ECW, or help revitalize the women in the Parish. Provide diocesan resources and seek Board's help.