**Convocation Representative Responsibilities**

**The duties of a Convocation Representative are few but require access to a computer and the ability to forward emails. The time requirement is approximately 10 hours per year, primarily in August.**

1. The Representative **maintains acurrentlist of her convocation’s Chapter Presidents** and their contact information. *(Rationale: It is easier for the Convocational Representative than for the Diocesan President to keep the list up to date. Officer changes result from annual, biennial or triennial chapter electionsheld before September [individual chapters determine term lengths] as well as resignations, deaths, illnesses, etc. The Diocesan President and VPcannotrealisticallymonitor these changes. The Convocation Representativeusually communicates with fewer than 15 chapters. The Diocesan President or VP can communicate to all 100+ Chapter Presidents and 2000+ Daughters efficiently, quicklyand accurately by emailingthe 10 Convocation Representatives whomaintain an up-to-date contact list.)*

2.  In earlyAugust the Representative **updates her convocation’s Chapter Presidents List** (see #3) by contactingeach Chapter President. She forwards the completedlist to the Diocesan President and Vice President by September 1 with this information: church, city, President’s name, phones, and E-address. No other information is required*. (Rationale: According to Diocesan bylaws all Chapter Officers are elected prior to and take office on September 1.)*

3.  In earlyAugust the Representative**requests that each chapter send a completed “Chapter Officers Form”** listing officers for the coming year and their contact informationto the (a) Diocesan President, (b) Diocesan Membership Secretary, (c) Provincial President,(d) National Office, and (e) herself, including all E-addresses. The form should be completed in August by each chapter’s president or secretary. If officer changes occurfor any reason after September 1, the chapter should submit an updated “Chapter Officers Form” as soon as possible to the officers listed above (a) - (e).*(Rationale: See 1.)*

4.  The Representative**forwards information**provided by the Diocesan President or Vice President to herChapter Presidentswho, in turn,forward the appropriate information to all of their chapters’ Daughters.*(Rationale: This process ensures rapid delivery of important information to every Daughter. Forwarding insures that all attachments remain attached. The email may be edited appropriately.)*

5.  The Representativenotifiesher Chapter Presidents when “*The Angelus”* has been posted to the web site sotheymayforward that information to all of their chapters’ Daughters.  *(Rationale: See 4.)*

6. The Representative**publicizes convocationevents** by forwarding publicityregarding Quiet Days, concerts, festivals, etc., to Chapter Presidentsinher convocation. Neighboring convocations can be notified bycontacting their Convocation Representatives (located on the[www.DOKDOT.org](http://www.DOKDOT.org)website under Officers).*(Rationale: This promotes fellowship within and between convocations.)*

7. When aRepresentative resigns, she should attempt to find a volunteer within her convocation to replace herandinform the Diocesan President andVice President of heractions.

**YOU**, as a Convocation Representative,serveas a vital communication linkbetween and within the diocese and the convocations. A heartfelt **THANK-YOU!** Rev. 1/18