Sewardship: Sharing the Gifts We Have Been Given

**Duties of Local Fraternity Secretary**

**OFS General Constitutions**

**Article 50** **(Whole Council)**

1. It is the duty of the Council of the local Fraternity: - to promote the initiatives necessary for fostering fraternal life, for improving the human, Christian, and Franciscan formation of its members and for sustaining them in their witness and commitment in the world; - to make concrete and courageous choices, appropriate for the situation of the Fraternity, from among the numerous activities possible in the field of the apostolate.

2. The duties of the Council are also:

a) to decide on the acceptance and admission to Profession of new brothers and sisters33;

b) to establish a fraternal dialogue with members in particular difficulties and to adopt subsequent measures;

c) to receive the request for withdrawal and to decide on the suspension of a member from the Fraternity;

 d) to decide on the establishment of sections or groups in conformity with the Constitutions and the Statutes;

e) to decide on the use of available funds and, in general, to deliberate on matters concerning financial management and economic affairs of the Fraternity;

f) to assign duties to the Councillors and to the other professed members;

 g) to request from the competent Superiors of the First Order and the TOR

**OFS General Constitutions Article 52.2: Secretary**

2. The secretary has the following duties:

a) to compile the official acts of the Fraternity and of the Council and to assure that they are sent to their respective proper recipients;

b) to keep the records and the registers up to date and file them, noting admissions, professions, deaths, withdrawals, and transfers from the fraternity;

c) to provide any communication of relevant facts to the various levels and, if appropriate, to disseminate through the mass media.