



# *A Guide for Leaders of Local Tres Dias Secretariats*

## How Tres Dias International Can Support You and Your Community

Thank you for taking on a leadership role in your community. Those of us on the International Secretariat pray that the Lord will walk beside you and your fellow officers as you go about the challenging task of making Tres Dias come alive as an instrument of God's love in your community.

The Tres Dias International Secretariat is the board of directors for Tres Dias. It exists to support and expand the Tres Dias ministry, and the members and officers are ready to help you in any way necessary. To make it possible for us to provide that support, we ask your community and all other communities to respond to a series of requests three times a year.

**By March 1**, complete and return the *Annual Census Survey*, as well as forms for nominating officers and members for the International Secretariat. (Material is sent to you in January.)

**By July 1**, submit your community's ballots for the election of International Secretariat officers and members, your votes on proxy issues, and the names of your community's delegates to the Annual Assembly. (Material is sent to you in April.)

**By October 1**, submit payment for your community dues. (Invoices are sent in August or September.)

**Check to make sure your personal contact information is correct on the Tres Dias website under "Find a Community."** Posting should include your name, address, phone, email address, and website URL. Submit any needed changes to [update@tresdias.org](mailto:update@tresdias.org). When a new president takes office, please send an alert with that person's information to the same address.

# *How to Get the Most from Your Relationship with the International Secretariat*

**Learn what resources are available.** Become thoroughly familiar with the Tres Dias website ([www.tresdias.org](http://www.tresdias.org)) and all the resources it offers. Here are a few examples:

- Online training videos, on such subjects as setting up and staging a Facebook page and using JotForm for online team applications.
- Information brochures for candidates and pastors. Download and print your own.
- Position papers and best practices papers on such topics as “Baptism on a Weekend,” “Cloister Issues,” and “Spiritual Director Issues.”
- A definitive and authoritative list of “Frequently asked questions”—invaluable information for potential candidates.
- Videos describing Tres Dias and testimonials from people who have recently completed a weekend.
- Historical documents, including “A History of Tres Dias” by Dave McManigal, rector for the first Tres Dias weekend.
- A special section of outreach to pastors, titled “The Pastor’s Corner.”
- Out of print documents, such as the 1985 “Chief Auxiliary’s Guide” and the 1985 “Rector’s Guide.”
- A blog—inspiring stories about weekend experiences.
- Opportunity to subscribe to the quarterly newsletter, *The Colors of Tres Dias International*. Encourage other members of your community to subscribe as well.

**Attend Secretariat Meetings: get involved.** The members of the International Secretariat (all volunteers) meet face-to-face three times a year: in July (in conjunction with Annual Assembly of Secretariats), in October, and again in March. For names of Secretariat members and dates and locations for meetings, see the **About** tab on [Tresdias.org](http://Tresdias.org).

- At any one of these meetings, you will gain a firsthand understanding of and appreciation for the scope of Tres Dias activities.
- You can attend an Essentials training class, led by a TDI-certified trainer. This will qualify you to teach the Essentials in your community.
- At the Annual Assembly, you and all other community presidents in attendance, will have opportunity to discuss important issues face-to-face with the president of the International Secretariat.
- Attendance may awaken an interest in serving Tres Dias at the national or international level.

Anyone who attends a Secretariat meeting or Assembly is welcome to join one of the Secretariat’s five standing committees (Membership, Policy, Administration, Communications, or Executive). To run for an elected position on the International Secretariat, a person must be nominated by his or her local secretariat and must attend one International Secretariat meeting within four years prior to the nomination.

## **Take Advantage of the Opportunity for Personal Contacts, Special Services**

- The newly implemented regional liaison structure means that there is someone in your region who can be called on for problem solving and other consultation.
- The officers on the International Secretariat will respond directly to a question or concern, by email, phone call, or personal visit, if appropriate.
- The International Secretariat’s Policy Committee answers questions regarding compliance with the Essentials and best practices that support the Tres Dias method.

# A Month-by-Month Guide

## January

You will receive nomination forms for International Secretariat members and officers along with information on what positions need to be filled.

**Your Action:** Announce vacancies that need to be filled, review qualifications for holding of office, and encourage members of your community to consider running for a secretariat member or officer position. Candidates must be nominated by your secretariat and you must sign the nomination forms. Submit by March 1. Election is held by proxy with ballots due by July 1.

You will receive a link to the *Annual Census and Community Survey*. This survey asks for the information you need to submit to maintain your community's charter. If your community has revised its bylaws within the past year, you can either upload current bylaws or mail to us at the address below. This survey also asks for the number of new pescadores that completed weekends during the **previous** calendar year. Your annual assessment (due in October) will be based on this number.

**Your Action:** Complete the survey by March 1.

You will also receive an invitation and link to the March International Secretariat meeting.

**Your Action:** Review the benefits of attending this meeting. Consider attending yourself; encourage other members of your secretariat to attend.

## February

You will receive reminders of the requests sent in January.

## March

The International Secretariat will meet this month.

## April

You will receive ballots for election of Secretariat members and officers and for voting on proxy issues.

**Your Action:** Between now and July 1, devote time during one local secretariat meeting to discussion of the candidates seeking office and to the issues presented in the proxy voting. *Complete and submit your ballots before July 1.*

Along with the ballot and voting information, there will be a request for the names of the delegates that will be attending the Annual Assembly in July and a link to register for the Assembly.

**Your Action:** As president, strongly consider attending the Assembly as a *delegate*; if you cannot attend, encourage another officer to go in your place. You may send as many *delegates* as your Tier Level for assessments. However, you may send as many observers (non-voting participants) as you wish. *Use the link to register as early as possible before July 1.*

## May and June

You will receive reminders of the above.

## July

The Assembly meets this month.

Also this month you will receive a link to register for the fall Secretariat meeting.

**Your Action:** Review the benefits of attending this meeting. Consider attending yourself; encourage other members of your secretariat to attend.

## August - September

The financial secretary from the International Secretariat will send you an invoice for your community's annual assessment. The assessment is based on the number submitted in the January survey, using a tier structure. Note that you can pay the assessment by credit card by going to "Pay Assessments" under the **Find a Community** tab at tresdias.org.

**Your Action:** Submit the invoice to your financial officer for payment by October 1.

## September

You will receive a reminder to register for the fall Secretariat meeting.

## October

Fall Secretariat meeting.

## December

You will receive a link to register for Spring Secretariat meeting.