

## C.I.B. MEMORANDUM

### 1) **The task of a Conference Delegate is:**

- to attend the Conference meetings, or to ensure that the Region is represented,
- to be in contact with the monasteries in her Region at least by letter,
- to pass on information and/or reports about the work of the Conference and the International Symposia to the monasteries in her Region,
- to facilitate communication within the Region and on the international level,
- to attend the Congress of Abbots at the invitation of the Abbot Primate.

### 2) **The task of a Substitute is:**

- to assist the Conference Delegate and replace her if necessary. A Substitute has voting rights only when she is taking the place of the Delegate.
- to replace the Conference Delegate in the interim before a new election/appointment, if the Delegate goes out of office as a Delegate before her term is completed,
- to serve on the Administrative Council if elected. The Region has one vote.
- to attend meetings of the Conference in her own right if she wishes and if the circumstances allow. The ensuing costs will not be covered by the Solidarity Fund.

### 3) **The task of the Administrative Council is to assist the Moderator:**

- in preparing the agenda for the meetings of the Conference,
- in planning for the CIB Symposia every four years,
- in initiating and providing oversight of all the projects of the CIB Conference.

### 4) **The task of the Moderator is:**

- to co-ordinate the work of the C.I.B. Conference,
- to summon the meetings of the Conference and the Council,
- to moderate the meetings of the Administrative Council and Conference,
- to be the liaison with the C.I.B. Conference, the Abbot Primate and the *Confederatio Benedictina*,
- to plan for the C.I.B. Symposia every four years,
- to encourage the flow of communication within the C.I.B.

### 5) **The task of the C.I.B. Secretary is:**

- to work closely with the Moderator,
- to coordinate the flow of information among persons working on various C.I.B. projects,
- to keep an updated list of Conference Delegates to distribute at the annual meeting,
- to write the minutes of the meetings of the Conference and the Council, and to send these to the participants of the meetings and the Abbot Primate,
- to coordinate the logistics of the Conference meetings together with the host Region,
- to coordinate the logistics of the Administrative Council meetings,
- to keep the C.I.B. Handbook updated,
- to maintain a listing of available translators,
- to maintain the C.I.B. archives documenting:
  - the C.I.B. Symposia
  - Administrative Council meetings
  - Conference meetings
  - information about the Regions
  - any other matters that are relevant to the C.I.B.
- to do any other secretarial tasks under the direction of the Moderator.

### 6) **The task of the C.I.B. Treasurer is:**

- to administer the financial affairs of the C.I.B. and to collaborate with the Finance Committee regarding:
  - the development of an annual budget for the approval of the Administrative Council,
  - the development of an annual financial report to the Administrative Council and Conference,

- the monitoring of investments,
- the distributions from the Solidarity Fund,
- the correspondence with the Delegates of each Region about contributions to the Solidarity Fund,
- the recommendation of a bookkeeper, if needed, to the Administrative Council.

**7) The task of the Finance Committee is:**

- to approve the annual budget and present it to the Administrative Council for approval,
- to present the annual financial reports to the Administrative Council and Conference,
- to monitor the investment of funds,
- to determine the distributions from the Solidarity Fund according to the policy of the Administrative Council,
- to provide direction for fundraising.

**8) Language:** The official languages of the Conference are currently English and French. All official documents of the Conference will be provided in these two languages.

**9) The C.I.B. Solidarity Fund.** The operating costs of the C.I.B. are covered by the Solidarity Fund. Delegates will be notified of their Regional annual contribution at least once a year. The contribution needed from each Region is calculated by dividing the total projected operating costs by nineteen (the number of Regions). There are Regions that are able to contribute this sum plus additional monies to build up the Solidarity Fund. There are other Regions that are able to contribute some portion of the sum, and still other Regions that are able to make only a minimal contribution. Regional contributions are to be made to the Treasurer each year, preferably before the month of July.

**10) List of Regions sending Delegates to the Conference of the CIB:**

1. Italy and Malta
2. Spain and Portugal
3. France and Israel
4. Great Britain and Ireland
5. Benelux
6. GASS - Germany/ Austria/ Switzerland/Scandinavia
7. Poland
8. Croatia
9. USA, Canada (with three delegates)
10. ABECA (Benedictine Association of the Caribbean and the Andes)
11. Brazil
12. Cono-Sur
13. Korea/Japan/Taiwan/Vietnam
14. Philippines
15. Oceania
16. East Africa
17. Central and W. Africa and Madagascar
18. South Africa, Namibia
19. India, Sri Lanka