



The Catholic Women's League of Canada

MEMO

DATE: March 25, 2019

FROM: Janet McLean, National Secretary-Treasurer

TO: Parish secretaries and treasurers

CC: Parish presidents, diocesan presidents, provincial presidents and life members (on request)

Great job everyone! I have been reading and studying the completed secretary and treasurer reports and I want to thank you very much for your hard work. The supplied information allows me to complete my annual report as national secretary-treasurer, although I must admit that summarizing the councils' work in a few paragraphs is no easy task. For treasurers, the financial information provided gives me a picture of the tremendous monetary difference councils make across Canada and assures me that council finances are being well looked after. For secretaries, the reports reassure me that important council decisions are being preserved for both present and future members and show how compassionate and caring you are in keeping members informed and feeling that they belong.

It was very informative reading the additional comments that many secretaries included in the reports. I would like share some comments on a few items. Many participants stated that some of the listed "duties", as part of a secretary's mandate, are handled by others in the council. For example, the president may do some things herself or the communication chairperson may help with others. Some executives function as a team, where members help one another with the responsibilities. This is perfectly acceptable. For secretaries finding it onerous to do the minutes, remember that you don't include all of the discussion that takes place. Only the key items and any motions made are noted. Additionally, you should be given a copy of any report presented at the meeting so that it can be attached to the minutes. It was heartwarming to hear that many of you feel you are learning and growing in the League by acting as secretary. I hope you share this with other members so that they will be encouraged to take a council executive position.

Treasurers, I would like to share some comments on your reports. I noticed that some councils begin collecting membership fees in October, with many remitting the fees to national in December – great! I encourage you to remit membership fees on a regular basis, rather than waiting until all fees have been collected. Did you know that you can sign up with national office to have the council's membership fee withdrawn directly from its bank account? This alleviates the need to write a cheque, saving time and money.

How wonderful that many councils contribute to the national voluntary funds. I encourage all councils to keep these funds in mind when making donations. Understanding that funds are limited in many councils, it would be great if even a small amount could be donated.

Some sources of fundraising were listed on reports and it was amazing to read about the additional fundraising projects used by councils. Such a creative bunch! Of course, equally as important are the many good works that councils perform which cannot be shown with a dollar amount. The reports indicated that most, if not all, councils have two signing officers for bank accounts. It might be helpful to have three signing officers, with two required for any cheque. This can help ease any unforeseeable problems if a signing officer becomes ill or is away.

Thank you to each and every one of you for the work you do in the council. I am proud to have each of you sharing these important League roles with me. May Our Lady of Good Counsel continue to guide you in all of the work you do.