



The Catholic Women's League of Canada

MEMO

DATE: September 30, 2019

FROM: Janet McLean, national secretary-treasurer

TO: Parish secretaries

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

Greetings parish council secretaries! It is a pleasure to communicate with you in this way. The summer is slowly slipping away as councils across Canada resume their many activities. Pencils are sharpened, pens are at the ready, or computers are turned on as you begin work for another season. Recording secretaries, thank you for keeping an accurate record of the minutes. These minutes are the council's history and, as such, are not only important for the smooth running of the council but also the council's future members. Corresponding secretaries, thank you for your work, whether contacting members about meetings, sending birthday, get-well or thinking-of-you cards or any other correspondence the president may request.

As a reminder, when recording minutes, not all comments or discussions taking place need be noted. Record the decisions made, including the names of movers and seconders of motions passed. It is beneficial if executive members provide a copy of their report presented at a general meeting so it can be attached to the minutes. If a copy of the report is submitted a few days in advance of a meeting, you can also prepare for any possible motions. It is helpful to have notes on motions you know will be presented, i.e., approval of the agenda and approval of minutes of a previous meeting. You will only need to insert the names of the movers and seconders and whether the motions are approved as circulated or as amended. You may have your own shortcuts which help make the job a little easier.

Information for the online annual survey forms is included in this mailing. I appreciate the time you take to complete this form. The survey provides a snapshot of how parish councils handle the secretarial role and pinpoint areas where national could offer more support. Adjustments were made to the survey this year, so I hope any problems experienced last year have been corrected. I particularly enjoy reading any additional comments you may wish to make.

I wish to extend my thanks to those secretaries finishing their term at the end of this year. Thank you for stepping forward to serve the League in this important role. For those continuing as parish council secretary, thank you for all you do. This position is sometimes a challenge, but I hope you find it rewarding.

May the Holy Spirit inspire and guide you.

