

## National Office News

WINNIPEG, October 28, 2019 - National office is pleased to welcome Geraldine Arenas ([clerk@cwlc.ca](mailto:clerk@cwlc.ca)), Katherine Choi ([membership@cwlc.ca](mailto:membership@cwlc.ca)) and Deborah Villeneuve ([officeassistant@cwlc.ca](mailto:officeassistant@cwlc.ca)) to the staff of The Catholic Women's League of Canada. Geraldine, Katherine and Deborah join Executive Director Kim Scammell ([executivedirector@cwlc.ca](mailto:executivedirector@cwlc.ca)), Senior Accounting Clerk Valroy Anderson ([accounting@cwlc.ca](mailto:accounting@cwlc.ca)) and Executive Secretary Amanda McCormick ([communications@cwlc.ca](mailto:communications@cwlc.ca)).

Geraldine Arenas assumes the new role of office clerk. She brings to the League a strong faith life, and a quiet and gentle demeanour. Geraldine is a graduate of Winnipeg's Herzing College office assistant program, has taken accounting, and comes to national office from a leading retailer to urban and underserved rural markets. Geraldine is fluent in English and Tagalog.

Katherine Choi assumes the role of membership coordinator. Very technically gifted and with strong problem-solving abilities, Katherine brings to the office extensive administrative and customer service experience from a large national insurance company. She also has experience working in a non-profit membership environment. Katherine is multi-lingual, speaking English, Cantonese and Mandarin.

Deborah Villeneuve is the new office assistant. She is known for her ability to quickly build rapport with clients. Deborah has a natural affinity for people. She is outgoing, warm and friendly. Managing all aspects of a small office and performing many tasks of an administrative nature, Deborah is trained in transcription, team-building and security.

We are confident you will extend the CWL's warm hospitality and sisterhood to the newest members of the national office family.

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National office of The Catholic Women's League of Canada, located in Winnipeg, Manitoba, serves more than 75,000 members across Canada. Under the direction of the administrative committee, national office assists national executive members, and particularly, administrative committee members in fulfilling their responsibilities.

Office responsibilities can be broadly categorized as member services and executive services. Member services include the processing of membership information, per capita fees, national inventory supplies orders, and council queries and changes. Members may seek out advice from national office on available resources and answers to commonly asked questions.

Executive services include the planning and coordinating of national projects; preparing agendas, distributing information, arranging meetings and conventions, and recording minutes; drafting, editing and distributing correspondence, memos, communiqués and magazines; assisting standing and *ad hoc* committees with secretarial support; maintaining social media; and providing financial accounting services.