



# The Catholic Women's League of Canada

## MEMO

**DATE:** March 26, 2020  
**FROM:** Doreen Gowans, national second vice-president and national chairperson of communications  
**TO:** Parish chairpersons of communication  
**CC:** Parish presidents, diocesan presidents, provincial presidents and life members (on request)

It is an honour to work for you and to serve you. I encourage you to affirm your members—each one is special.

“We can be women who lift each other, love each other, belong to each other, women who fully receive each other, and deeply believe each other and always perceive dreams in each other”  
(Ann Voskamp).

**Council Registers:** How does a parish council notify national office of a change to its executive listing? National office requires the name and contact information for the parish president, treasurer, spiritual advisor and membership convenor.

Process:

1. The national office receives this information via the online membership or manual member remittance, submitted by the membership convenor.
2. In an election year, the president or secretary must send notification advising national office of the newly elected or appointed executive along with contact information.
3. If changes occur throughout the year, notify national office as soon as possible through e-mail to [info@cwl.ca](mailto:info@cwl.ca), regular mail, or through the online membership process.

**Parish Council Mailings:** An issue has come to light where some councils report not receiving council mailings along with other information sent from national office. The last mailing was sent via e-mail to parish council presidents on September 28, 2019. Did your parish council president receive this package?

The steps below indicate how the mailing should be dispersed to ensure a better flow of communication:

1. If a past president receives the e-mail or package containing the parish council information, she passes it on to the current parish council president as soon as possible and asks her to advise national office of the change in position.
2. Once the parish council president receives the information, it is her responsibility to separate the information and pass it on to the respective officers and chairpersons.
3. The officers or chairpersons, in turn, share the information in a short report with members at the next parish council meeting, or as soon as possible.
4. Date sensitive information is required to be shared in a timely manner as necessary.

If you have any questions, please do not hesitate to reach out.