



# The Catholic Women's League of Canada

## MEMO

**DATE:** September 24, 2021  
**FROM:** Marie Rackley, national secretary-treasurer  
**TO:** Parish secretaries  
**CC:** Parish presidents, diocesan presidents, provincial presidents and life members (on request)

My dear sisters in the League,

Welcome back! With pen and paper in hand, you are ready to begin a new year of parish council meetings. How excited you must be to see your sister members, share stories and begin to create new memories.

Continue to look after yourself by making sure you have received both vaccine shots, continue to wear a mask in large groups, stay physically distanced when necessary and have hand wipes near. Safety is key to keeping the COVID-19 pandemic under control—remain careful.

I was elected as the new national secretary-treasurer at the partially virtual national annual meeting of members (AMM) held on August 9<sup>th</sup> and 10<sup>th</sup>. I look forward to working with you. For the past three years, I served the national council as national chairperson of community life.

In 2020 plans were underway for the 100<sup>th</sup> anniversary celebration that was to be in Montreal, but plans changed. Due to the pandemic, members were unable to relive the past 100 years through the pictures and information gathered by faithful secretaries throughout the years. Parish councils did not return to meetings in September 2020; however, they remained connected to members through telephone calls, cards and e-mails. It was hoped 2021 would bring good news and allow for gathering in convention in Toronto, but the pandemic changed the League's plans again. The League was very fortunate to hold a partially virtual AMM through the hard work and many hours spent by national office staff.

Now, members are ready to focus on the League. March forward to regain what was lost during the periods of lockdown restrictions. You are ready to begin work—you are ready to make history.

There are two secretarial positions in a parish council—recording secretary and corresponding secretary. Frequently these two positions are combined into one.

The parish council recording secretary is vital to the council and responsible for taking roll call of members present at meetings. She records the monthly minutes, reporting all decisions made, motions presented with the mover and seconder, noted as adopted or defeated, and includes the standing committee chairpersons' reports and activities. All minutes of the council should be kept in a safe place to preserve its history.

The corresponding secretary works closely with the president, sending letters, e-mails and cards to members who are ill or unavailable to attend meetings. Additionally, she often works with the president to ensure the agenda is prepared for the meeting and works with the recording secretary. Often, when one secretary is absent, the other fills in.

May Our Lady of Good Counsel bless each of you as you begin recording the history of the League.