

## Secretary-Treasurer

April 19, 2024



Communiqué #09

*Here I am Lord, send me!*

**TO:** Provincial Presidents and Secretaries  
**CC:** National Executive (for information)  
National Life Member Liaison  
**FROM:** Dorothy Johansen, National Secretary-Treasurer  
**RE:** New Communication Protocol

Dear sisters in the League,

At its last meeting, the national executive agreed to implement an improved communication structure regarding national communications.

Communiqués will be sent together in one email on Wednesdays and posted to the national website. Most communiqués will be sent only to the provincial level, with urgent nationwide matters sent to all levels *as an exception*.

**From national level to any level:** Secretaries should forward the communications to the person identified in the communiqué without filtering. As an example, if the communiqué's header states:

**FOR:** Provincial Past Presidents  
**THROUGH:** Provincial Presidents and Secretaries

Then, the secretary should forward the communiqué directly to the provincial past president. Otherwise, that person will not be aware of the communication.

For a communiqué marked urgent and addressed to all levels, if the header states:

**FOR:** Chairpersons of Faith at All Levels  
**THROUGH:** Presidents and Secretaries at All Levels

Then, the secretary at each level should forward the communiqué directly to the chairperson(s) identified. That is, the provincial secretary should forward it to the provincial chairperson(s), the diocesan secretary to the diocesan chairperson(s), and the parish secretary to the parish chairperson(s). Otherwise, those individuals will not be aware of the communiqué.

Each executive member needs to determine how they want to communicate with the levels or members under their responsibility. Do they want to consolidate information, add extra notes pertinent to the information or communicate in a manner that they have determined works in their area?

New resources listed under the Resources menu on the [national website](#) identify many possible methods of communication. Look for the *Members Communication Guide* ([645](#)), which also points to other resources, such as a newsletter template ([145a](#)) and its editing instructions ([145b](#)).

Your sister in the League,

A handwritten signature in blue ink, appearing to read 'D. Johansen', with a long horizontal flourish extending to the right.

Dorothy Johansen  
National Secretary-Treasurer