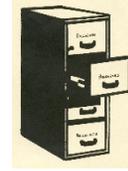


The Catholic Women's League of Canada

Alberta Mackenzie Provincial Council

PAST PRESIDENT



DATE **October 2017**

Communique # 1

Inspired by the Spirit – Women Respond to God's Call

TO: Diocesan Past Presidents
CC: Provincial Executive (for information)
CC: National Past President (for information)

FROM: Cathy Bouchard, Provincial Past President
ATT: Past Presidents

Greetings to you my sisters,

Some of you; Parish Council Past Presidents, may have been in your role for quite some time while some of us at the Diocesan and Provincial level are fairly new to the role.

We are reminded that *the role of the past president is consultative and advisory. Others will draw on our experience when trying to make the best decisions for the council.*

Our duties are to serve the council and president in a consultative capacity, be responsible for the archives and history of the council *and* facilitate and encourage the study and implementation of the *Constitution & Bylaws*

We should advise the president when called upon. We should encourage members to become knowledgeable about the *Constitution & Bylaws*, respond to questions related to the interpretation of the *Constitution & Bylaws*

To assist us in our role we refer to communiqués and/or annual reports from all levels.

We file a copy of monthly and annual reports with the secretary.

We are responsible for annually reviewing the council's manual of policy and procedure for any needed additions, deletions and corrections; all changes must be brought to the executive for approval before amending the manual. If your council does not have its own P&P, perhaps you can work with a group of members to create one. You could ask for samples from some nearby councils.

Why is a policy and procedure manual needed for parish councils?

“When new officers and standing chairpersons are elected, a policy and procedure manual will provide them with information that promotes continuity. The manual is a useful tool for all members to clarify established and agreed-upon council practices. Which charities does the parish council support? How many people are sent to annual conventions? Who receives sympathy or mass card? All of these matters can be covered in a policy manual.” (S'mores p. 67 – 68) If you need assistance, please contact me.

I will be addressing this more in my next communique giving you examples and suggestions.

We are responsible to monitor and review the *National Manual of Policy and Procedure* and the council manual. In consultation with the council, we forward to national office proposed revisions to the *National Manual of Policy and Procedure* by December 1st of each year.

In many councils, your role is to record the events of the council – photographs, newspaper write ups...When your council produces a pamphlet or advertisement, keep a copy of it for your archives. A council I know of has kept the funeral prayer card for each member who has passed away in their own Book of Life. It would be easy to start that going forward and do what you can for the one's who have gone before. Sometimes you can photocopy a prayer card from someone in the family. Some parishes keep a copy of the Funeral card for their archives and you might be able to copy these.

Recommended Filing of Information

- a. Binders (large three-ring) and acid free file folders or large envelopes are usually the best manner in which to preserve historical information.
- b. Photograph albums, with names, dates, location and occasion noted, are invaluable. Use of an acid free pen on acid free paper or typewritten information placed near the picture will give information about the people in the photograph when memories fail!
- c. All information (especially newspaper clippings) should include names, publication and date.
- d. Computer discs can be utilized for preservation of written information, but members need the visual history so all information stored on discs should also be committed to paper (acid free paper, where possible). (**Archives Guidelines for League History Provincial, Diocesan and Parish Councils” be approved for publication in the *National Manual of Policy and Procedure***)

ANNUAL REPORT FORMS

While the new annual report forms have not yet been produced; I am giving you this opportunity to begin to reflect on these answers the recording into the actual form will not be so challenging then. These questions are likely to be asked of you:

Past President Chairperson Annual Report Form

Completing this annual report will help us to know better what your council is doing and what your member's interests are.

Serve in a Consultative Capacity

The role of past president is consultative and advisory. Others will draw on her experience when trying to make the best decisions for the council.

1. How often have you attended scheduled meetings and events?
Always Most of the time Sometimes Never
 - Executive meetings
 - General meetings
 - Social events
 - Spiritual events
2. How often would you say you are called upon for advice?
 - A few times a week
 - Once a week
 - Two or three times a month
 - Once a month
 - Less than once a month
 - Never
3. Would you say your council president feels supported and encouraged by your help?
Yes Most of the time No If no, please explain your feelings.

Be Responsible for Archives and History

4. Are you responsible for archives in your council? Yes No
If not you, is there someone else in your council who maintains your council's history?

5. Where are your council archives stored?

- At the church
- In my home or the home of another member
- At the diocesan office
- Other (please specify)

6. Do you know the whereabouts of your council charter? Yes No

7. What methods of storage do you use?

- Filing cabinets
- Banker boxes
- DVDs
- CDs
- Memory sticks
- Photo albums
- Scrapbooks
- Microfiche
- If using microfiche, do you have access to a microfiche reader?

8. Does your council keep the following and for how long?

One year/2-3 years/4-5 years/6-8 years/9-10 years/Indefinitely

- Annual reports
- Books of life
- Deceased member histories
- Financial information
- Lists of past executives
- Membership renewal data
- Minutes of executive meetings
- Minutes of general meetings
- Records of pin and award recipients
- Written reports of executive members
- Years of service for members

9. How often are your council archives reviewed?

Annually

Biennially

Every five years

As needed

10. Does your council maintain a history book? Yes No

11. Does your council maintain labeled photo albums? Yes No

Facilitate Study and Implementation of the Constitution & Bylaws

12. Do you have a copy of the Constitution & Bylaws 2013? Yes No

13. If yes, how often would you say you refer to it?

- Weekly
- Monthly

- Annually
- Never

14. How often would you say your council needs to review the Constitution & Bylaws to help guide a decision?

- Multiple times a year
- Twice a year
- Once a year
- Once in a two year term
- Rarely if ever

15. Do you have a copy of the National Manual of Policy and Procedure? Yes No

16. If yes, how often would you say you refer to it?

- Weekly
- Monthly
- Annually
- Never

17. How often would you say your council needs to review the National Manual of Policy and Procedure to help with processes or procedures?

- Multiple times a year
- Twice a year
- Once a year

- One in a two year term
- Rarely if ever

18. How often would you say your council has sought advice from:
Monthly 2-4 times a year Annually Rarely

- Diocesan executive
- Provincial executive
- National executive
- National office

19. Does your council have its own manual of policy and procedure? Yes No

20. If yes, how often is it reviewed and updated?

- Whenever a policy is changed
- Annually
- One in a two year cycle
- Every five year

Perform Other Duties as Assigned by the President

21. What other duties have you undertaken at the request of your president?

(Check as many as apply.)

- Chair the nominations and elections committee
- Chair executive or general meetings
- Check national and provincial websites for information to share

- Facilitate a workshop
- Organize a social event
- Organize a spiritual event
- Prepare agendas
- Promote your council in your parish and community
- Represent your council at conventions
- Other (please specify)

Summary and Final Thoughts

22. Is there anything else you would like to share about your activities

