

**The Catholic Women's League of Canada
Alberta Mackenzie Provincial Council
Provincial Past President**



October 1, 2012

Communiqué # 2

To: Diocesan Past Presidents
National Past President
Provincial Executive

From: Fran L., Provincial Past President
Alberta Mackenzie

It is always a good thing to refresh ourselves on our roles and look at them with the experience of the past months in this position. As past president our responsibilities include:

- a) serving in a consultative capacity
- b) being responsible for history and archives
- c) facilitating the study and implementation of the *Constitution & Bylaws*
- d) performing other duties as assigned by the president

Many of you will have attended your Diocesan Fall Meeting by now. At the meeting did you take photos for archives? How did you assist your president? Did you have an opportunity to offer some learning to the members?

Annual reporting is around the corner. Encourage councils to dedicate meaningful time to this important process. Chairs have been encouraged to track their work on a monthly basis so the writing of the annual report becomes meaningful and effortless.

As councils at all levels prepare for elections, remind them it is the duty of all of us to encourage those with talents to offer on the executive, to do so. Identify specific characteristics they have and use examples of how you saw them demonstrate these characteristics to show them they really are gifted. As past president you will most likely be chairing the election so begin preparations now. Refer to the *National Manual of Policy and Procedure*, Article XV, Section 1 – 5. Ensure you have read the 2012 updates for this section that were sent out in April.

Information will be coming out soon from Pam DeL., Provincial Spiritual Development Standing Committee chair, on an initiative that will happen at our 2013 provincial convention, and will be of specific interest to past presidents as they could easily take the lead on this project. Watch for details to be released in the near future. Councils will want to have easy access to current archives for this project!

Enjoy your work for the League and remember to have fun!