

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

Secretary Communiqué – October 2011

Dear Secretaries and Sisters in the League,

Welcome to the position of Secretary. I find that it is a wonderful way to get to know the League better at all of the levels. This position keeps us 'on our toes' making sure we have all the details covered.

From the National Secretary-Treasurer Judy L.: Each secretary should have a copy of *Handbook for Secretaries*. <[http://www.cwl.ca/manuals/Secretary Handbook.pdf](http://www.cwl.ca/manuals/Secretary%20Handbook.pdf)>. This handbook will give clear details of the duties of a secretary. The following are a few examples of information you will find:

- Guide to prepare an agenda
- Sample of an agenda
- Sample minutes
- Style guide for League publications
- *Personal Letter Writing Guide* <[http://www.cwl.ca/manuals/Personal Letter Writing Guide.pdf](http://www.cwl.ca/manuals/Personal%20Letter%20Writing%20Guide.pdf)>

The *Constitution & Bylaws*, Article XI: Duties of an Officer, Section 4, "Secretary(ies)" is also an important reference.

Other manuals that are available on the internet from the National CWL website are:

Constitution and Bylaws (2006): <<http://www.cwl.ca/manuals/C&B.pdf>>

Executive Handbook: <[http://www.cwl.ca/manuals/EXEC-HDBK CONV 2011.pdf](http://www.cwl.ca/manuals/EXEC-HDBK%20CONV%202011.pdf)>

Leading the League: <[http://www.cwl.ca/manuals/Leading the League.pdf](http://www.cwl.ca/manuals/Leading%20the%20League.pdf)>

Please spend some time reviewing what is on other CWL websites and reading the Catholic news websites.

I welcome you contacting me at <[abmaccommunications\[at\]gmail.com](mailto:abmaccommunications@gmail.com)> if you have questions or concerns related to this standing committee.

May Our Lady of Good Counsel guide and protect each of us as we journey together as *Women of Peace and Hope* "For God and Canada".

Cathy B.