



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

Secretary Communiqué – January 2013

To: Diocesan Secretaries
National Secretary-Treasurer
Provincial Executive

From: Cathy B., Provincial Secretary
Alberta Mackenzie Provincial Council

Thank you for serving the League and your council as secretary. Welcome to new secretaries who are just beginning their term. Thank you to the retiring secretaries. Please take time to mentor the new secretaries at their request.

Each secretary should have a copy of *Handbook for Secretaries*. This handbook will give clear details of the duties of a secretary. The following are a few examples:

- Guide to prepare an agenda
- Sample of an agenda
- Sample Minutes
- Style Guide for League Publications
- Personal Letter Writing Guide

The *Handbook* can be downloaded from the League web site <www.cwl.ca>.

Another good resource is the *Constitution & Bylaws*, Article XI, Section 4, Secretary(s). I look forward to receiving the annual reports from each Diocesan Secretary so that I may present your good works, challenges, accomplishments, and suggestions in my provincial report. The deadline for submission of your 2012 Diocesan report (copy attached) is Feb. 15. However, I would appreciate receiving it sooner rather than later as my personal timeline is a little tighter than that.

The new national theme has been selected. Secretaries may wish to change their letterhead, communiqués and any other necessary paperwork to reflect the new themes beginning January 2013. I will be sending the new logo out to you as soon as I have it available.

National theme: “We Have Seen the Lord”

Diocesan secretaries should prepare or update their register of candidates eligible for diocesan elections by January 1. If this year is an election year, you will provide that list to your Diocesan Nomination and Elections committee, usually chaired by the past president. (Eligibility for Nomination to Office at the Diocesan level is outlined in the *Constitution and Bylaws*, Article XV, page 34).

It is critical that I receive a 2013 Annual Register of Officers and Chairpersons from both parish and diocesan councils following the elections.

1. If a council is having an election this year, please send the annual register to me as soon as the election is completed. If some positions are unfilled, leave those blank. You can email me later with changes/additions etc.
2. If a council is not having an election this year, please send me the 2013 Register of Officers and Chairpersons at your earliest convenience. If there are no changes, I still need a copy dated 2013.
3. May Our Lady of Good Counsel guide and protect each of us as we journey together as women who proclaim by our words and actions "We Have Seen the Lord"!

"For God and Canada"

Cathy B.,
Secretary,
Alberta Mackenzie Provincial Council
The Catholic Women's League of Canada