



## The Catholic Women's League of Canada Newfoundland and Labrador Provincial Council



To: Parish Past Presidents / Parish Presidents  
Table Officers and Life Members (Information Only)  
National Past President

From: Provincial Past President

Date: September 23, 2011

Communique # 1

Greetings, Everybody

I would like at this time to welcome our President, Lidwina and all members of our Provincial Executive which includes Table Officers and all Council Presidents; Life Members and all remaining members, Our Spiritual Advisor, Fr. Hearn, and Member Liaison, Marie Raymond. It was so great to see all positions at the Provincial level filled. We have all begun to take on our different responsibilities as members of The Catholic Women's League of Newfoundland and Labrador (NL). I'm sure we are looking forward to lots of sunshine this autumn following a "summer that never was!" But then we are used to taking it all in stride saying "there will be days like this" and live in hope. As Scripture has it "Hope springs eternal in the human breast"

Duties of Past Presidents:

I haven't heard from my counterpart at National as of yet so I decided to get started on my communiqué. For all of us as Past Presidents we look to our "Constitution and Bylaws", our Parish Council and Provincial Policy and Procedure Manuals, and our National Policy and Procedure Manual where you will get some detailed information especially on the Archives

Constitution and Bylaws:

We are asked to encourage all members to become knowledgeable of the small but very important text – our Constitution and Bylaws. Each member must have her own copy. I would suggest that each Past President discuss with the President of her council the possibility of spending 5 minutes or so at each monthly meeting having a quiz or whatever on the text. You can plan ahead what format you would like to use as a learning tool for acquiring more knowledge of the above.

The Archives:

First of all you will have to see to it that your council archives are in order and up to date. We are assuming that every parish council has its own archives. If it doesn't then you have to be the person to organize your council archives. I remember when I was Present-Elect and set to work to finalize things for 4 parish councils which had disbanded earlier, one council could not find their charter to return to National. I was told that a former member always kept it in her home when our manuals state that our charter with other permanent records should be kept securely on parish church property. This member moved away and didn't remember where any

CWL records were . By the way, the Provincial Council has a neat binder which contains the copies of the charters of most of our parish councils which I made sure was updated before I passed it on. Later when I was President and a council that had disbanded for some years and new members wanted to reinstate their council they showed me their archives in a locked cupboard on church property. I was pleased that I could take advantage of the opportunity to point out to the new members that the past members of their council certainly realized the importance of taking care of their archives.

#### Contents of Archives:

Your council archives should include the original charter of your council. There you have the beginnings of your History as members of the Catholic Women's League of NL. By the way, your charter should have been framed and placed in your room where you have your meetings from the beginning. Minutes of executive and general meetings which are the Permanent Records of council activities should be kept in dated binders. The Secretary should retain copies of all Motions made at meetings as these have to go to Provincial Archives later. All accounting records ( including cheques and receipts ) should be kept for 5 years. Separate binders for all other information related to the life of the parish council, for example : 1. Lists of Parish Presidents , Spiritual Advisors with names, addresses, and term of office. 2. Lists of recipients of Life Membership, Maple Leaf , Bellelle Guerin awards and pins with names and dates of presentation. 3. A record of anniversary dates of all members –excellent reference for awards research. Other: 4. Written Histories. 5. Scrapbooks and /or albums labeled by date and event. 6. Annual Reports. 7. Special project file with financial statements. 8. Sample of newsletters, if applicable. 8. Each President should write a 2-3 page story of the highlights of her term as president!

We can all see that there is lots to be done as we begin a new term. We will be carrying out our duties outlined above as Past Presidents because of our dedication to the League and its future. I did receive a communiqué from Danielle , my counterpart at National this past week but I have nothing new to pass on to you at this time. Let us call upon the Lord to give us the grace we need to fulfill our responsibilities to the League and ask Our Lady of Good Counsel to guide us in all our endeavours!

Respectfully submitted,

Agnes Kenney, Provincial Past President

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