



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



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

From : Provincial Past President

Date: January 13, 2012

Communique #2

Greetings, Everybody

Happy New Year to all! I hope you are all doing well and all set to begin or continue with your work for the Lord. We all know that He needs each one of us to come and be His instrument in our part of His world in this new year. That should be enough motivation to know that the Lord is calling us by our prayer and service in the Catholic Women's League to hear His call and to respond.

I have a few questions for you at this time to which I need answers so that I can file your responses. 1. Did you succeed in getting the time allotment at each of your council meetings that I mentioned in my first communiqué so that all members could become more familiar with our "Constitution and Bylaws" We need to have more knowledge of this small but very important text. 2. Are your council archives in order and up-to-date? If you have work to do on this, please let me know when you hope to have this very important work completed. I'm sure you will solicit help from other members of your council as this is everybody's concern –the preservation of the History of your council. 3. Do you have the copy of your Charter and where is it kept? Some councils have it kept in a room hanging on a wall where they have their monthly meetings. It must be kept on church property and easily accessed when you need it. I informed you earlier that we have had councils that folded and when they realized that they had to return their charter to National they couldn't find it. We realize that this is so sad as it was an important part of a council's history and it was lost.

I outlined in my first communiqué what should be the contents of your archives. If you need this repeated or if you have any other questions on your council's archives please contact me. You can be sure of a quick response.

I know there are new people taking on this position of Past President soon at your councils so I want these 2 communiques passed on to them, please, as it is information they will need.

#### Nominations and Elections:

Your president may or have already asked you in this new year to be chair of the nominations and elections committee and you will find it a great experience. Review the Nominations and Elections procedure in Article 15 of the "Constitutions and Bylaws" as well as "The National Manual of Policy and Procedure"

#### Policy and Procedure Manual :

It falls to the Past President of each council to update the policy manual of your council. If your council doesn't have one then you could with your committee compile one. You can certainly get lots of help from other councils ,I'm sure, as they could pass a copy of theirs on to you for you and your committee's perusal. The manual sets up guidelines for your council and certainly helps in times of decision-making especially for the future.

#### Annual Reports:

Annual reports are important as they give councils an opportunity to evaluate the work they have been doing during the year. It is also an opportunity for councils to ascertain whether or not they are achieving the objectives of the League. Chairpersons of standing committees who keep a monthly report of the activities of their council will find that it's very easy then to complete their annual report. Some councils, however, do not submit an annual report or submit them past the due date and unfortunately their work is not rewarded in the Annual Convention Booklet. As past president of your council you must have your report in to me by February 15<sup>th</sup> as I have to compile all of your reports and I will forward the one report as Provincial Past President to National.

I will be looking forward to hearing from you re-the above in the near future. I'm sure you realize that as past president of your council there is important work to be done –the archives, I think you will find takes much time but it is so necessary!

May Our Lady of Good Counsel bless and guide us in all our undertakings for the continuance and growth of the League in its service of God and Canada!

Sincerely,

Agnes Kenney,  
Provincial Past President