

Provincial Convention 2015
Recording Secretary – Oral Report
Patricia M. Rivest

Our theme One Heart, One Voice and One Mission is filled with hope. The One being Christ will lead us to use our hearts and our voices for His work. Our hearts and our voices will help change the world, even with our different gifts and talents and our diversity.

The words of our theme will direct, guide, give courage and hope to many members of the League as they answer their call to work for God and Canada. With hope we can use the gifts God has given us for His work.

As recording secretaries, we can open our hearts with hope, Voice the hope received and carry that hope on the mission we choose. As recording secretaries, your heart holds the love of the League. Your voice becomes the voice of the executive as you pen the decisions and actions made at meetings. The mission you undertake as recording secretaries is to prepare the minutes, - correctly, concisely and completely.

As provincial recording secretary, I continued to carry out the duties and responsibilities of this position as outlined in the Provincial Manual of Policy and Procedure as well as the guidelines.

To present, I have carried out the following duties –

- cheques were signed and claim forms initialled as requested
- motions for all meetings were filed in the motion book
- Notices of Meeting were sent regarding meetings
- Prepared and distributed minutes for all meetings
- In preparation for this convention, assisted with the agenda for the Administration meeting and the pre-convention meeting and also issued notice of the pre-convention meeting
- Contacted the Registration and Credential Chairperson, answered questions and provided information
- In consultation with the president, formed a convention minute review committee as well as a committee for the pre-convention meeting
- Prepared personal notes and working copies for all meetings
- Assisted the Chair of Nominations and Elections in preparing the list of eligible members for elections of 2015.

I encourage and support any member who becomes the recording secretary in the parish or diocese. You will not be alone. We learn from one and another, support one another and encourage one another. When you become recording secretary make the job your own, following the Manual of Policy and Procedure and guidelines. Recording secretaries have the great

privilege of recording the minutes of the council meetings that will become part of the archives. Years into the future as members look at the archives, the minutes will tell the story and these future members will know what actions and deeds were completed.

You are reminded that official motion sheets are required for all motions during this convention. The motion sheets are the light blue in colour found on various tables for the voting and accredited delegates. Please complete the motion sheets and bring them to me signed by the mover and the seconder during break time.

It has been an honour and a privilege as Provincial Recording Secretary as I saw Jesus work through these extra-ordinary women of faith and action.

Every member of the League – you present at this convention – are women of influence. Our mission is to do the work of Christ as we are called with one heart and one voice.

Madame Chair, this ends my report

June 2015