



Ontario Provincial Council
Administrative Assistant
ONE HEART, ONE VOICE, ONE MISSION

Directive #1

August 2015

To: Diocesan Corresponding Secretaries
Diocesan Presidents, Provincial Officers,
Bishop Colli, Spiritual Advisor and National Secretary Treasurer
From: Jeannie Coleman, Administrative Assistant
Ontario Provincial Council

*"We know only too well that what we are doing is nothing more than a drop in the ocean.
But if the drop were not there, the ocean would be missing something."
Mother Teresa*

Welcome to all Corresponding Secretaries, some of you are newly elected or appointed to your position on your diocesan councils and some are completing your term. I was honoured to be reappointed to a newly named position of Administrative Assistant on the provincial council. I will continue to communicate with the corresponding secretaries on the diocesan councils. We will communicate with each other and learn from each other. I welcome your questions, suggestions and ideas regarding your duties as corresponding secretaries and I encourage you to communicate with your counterparts at the parish councils. Together we will keep The Catholic Women's League wheel turning.

I encourage you to check out our provincial and national websites weekly for new information. When you go to the provincial website you can click on the Directives and Reports to read my previous directives, as well as directives and reports from the president and the other standing chairpersons. If you were unable to attend the provincial convention in Niagara Falls in July this is a good way to learn what transpired.

There are a few tools that every corresponding secretary should have. These tools can be downloaded from the League website, www.cwl.ca. While on the national website if you go to Resources and click on Manuals you will find the National Manual of Policy and Procedures, you can access the Style Guide for Publications, Pages 143 to 145. The Style Guide ensures uniformity throughout all League publications. The "Handbook for Secretaries" is also available to print. The handbook outlines the duties of a secretary. Another excellent resource is the Constitution & Bylaws (a small white booklet).

For the next two years we will live out our theme, One Heart, One Voice, One Mission. With one heart we love God, with one voice, we pray and our one mission is to try and make our world better but it has to start with us having a joyful heart.

Blessings,

Jeannie