



**Ontario Provincial Council
The Catholic Women's League of Canada
Administrative Assistant**

Inspired by the Spirit, Women Respond to God's Call

Directive #1

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September 2017

To: Diocesan Corresponding Secretaries,
Diocesan Presidents, Provincial Officers,
Spiritual Advisor, Archbishop B.M.O'Brien, and National Secretary Treasurer
From: Stephanie Spinelli, Administrative Assistant
Ontario Provincial Council

"...for I was hungry and you gave me food, I was thirsty and you gave me something to drink, I was a stranger and you welcomed me... Truly, I tell you, just as you did it to one of the least of these, who are one of my family, you did it to me'." Matthew 25:35-40

Greetings and welcome to all corresponding secretaries, whether new to the position or in the second year of your term. Thank you for responding to the call to serve your council in this capacity.

I am honoured to have been appointed "administrative assistant", as it is called at the provincial level, by newly elected Ontario Provincial President, Anne Madden. I look forward to this new challenge and the steep learning curve that it presents.

A little about myself...I have been a member of the League for 25 years, inspired by my mother and the legacy of my grandmother who served in the very early days as Kingston diocesan president and provincial vice president. At the parish level I have held the positions of treasurer, recording secretary, president and historian. My diocesan experience included serving as treasurer, recording secretary, organization chair, president and historian. As the Kingston diocesan president I had the privilege of being a member of the provincial executive and I am excited to have been invited to serve the council once again.

The role of corresponding secretary is an important one that requires precise recording of information pertinent to your history and efficient communication that contributes to the smooth functioning of your council. Be sure to have on hand the *Handbook for Secretaries*, an excellent resource that includes; a list of the specific responsibilities of the corresponding secretary; *Guidelines for Business Correspondence*; *Style Guide for League Publications* and *Personal Letter Writing Guide*. Other helpful resources are the *Constitution & Bylaws 2013* and the *National*

Manual of Policy & Procedure. All of these can be downloaded from the national website www.cwl.ca.

Proficiency in the use of the computer is vital to efficiency... BUT, if you are lacking in certain areas, as I am, I suggest you enlist the help of a "techie" friend to assist you from time to time...a subcommittee member of sorts. Let's not forget our mentors. The past administrative assistant has left well organized files for me. She is someone I call on for advice regularly.

Our 2017-2018 Project is a focus on **Homelessness**. Brainstorming with your councils as to how to address the topic will result in many ideas. My expectation is that one common to all councils will be that of prayer...perhaps to open or close your meetings. May I suggest that we remember the homeless in our daily prayer. The following is one discovered in an internet search. It fits nicely with our mission.

PRAYER FOR HOMELESS PEOPLE

Hear our prayer today for all women, men, boys and girls who are homeless this day.

For those sleeping under bridges, on park benches, in doorways or bus stations.

For those who can only find shelter for the night but must wander in the daytime.

For families broken because they could not afford to pay the rent.

For those who have no relatives or friends who can take them in.

For those who have no place to keep possessions that remind them who they are.

For those who are afraid and hopeless.

For those who have been betrayed by our social safety net.

For all these people, we pray that you will provide shelter, security and hope.

We pray for those of us with warm houses and comfortable beds that we not be lulled into complacency and forgetfulness.

Jesus, help us to see your face in the eyes of every homeless person we meet

so that we may be empowered through word and deed,

and through the political means we have,

to bring justice and peace to those who are homeless.

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I look forward to working with you. Please contact me at any time with comments, questions or concerns that relate to our responsibilities.

May we be strengthened by the Holy Spirit and guided by of Our Lady of Good Counsel.

Stephanie