



**Ontario Provincial Council
Recording Secretary**

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

Directive # 1 Pages: 2 Attachments: 1 September 27th, 2017

To: Diocesan Recording Secretaries
From: Mary Capobianco, Ontario Provincial Council, Recording Secretary
cc: Diocesan Presidents, Provincial Officers,
 National Secretary-Treasurer

Attachments: List of Diocesan Recording Secretaries

Welcome to all Recording Secretaries; whether you are in your first or second year of your term. I look forward to working with all of you and the CWL Councils.

It is an honour to have been elected to the Ontario Provincial Council. Just as with all new positions, it has been a learning curve familiarizing myself with my new role as recording secretary. However, with the help of the Holy Spirit to guide me and the patience of my League sisters, I look forward to this new challenge.

For those of you who do not know me, I have been a member of the League since 1992. I originally joined the league at Nativity of Our Lord Parish in Toronto after hearing an appeal from the pulpit during an annual membership drive. Shortly after joining I was elected as the Spiritual Development Chair and have since held various positions at the parish, regional and diocesan levels before serving as the Toronto Diocesan President. This year I was honoured to receive my Life Membership as well as my 25 year service pin.

The role of the recording secretary is outlined in the *Constitution and Bylaws 2013*, Part XII, Section 4. First and foremost, the recording secretary is responsible for the recording and retaining of the minutes of all meetings.

I realize that some councils, both at the diocesan and parish levels, may assign different duties to the secretarial position. Some councils will have both a recording secretary and a corresponding secretary, while others may have one person filling both roles. The *Handbook for Secretaries* deals with the two positions separately. Be sure to also read your *Diocesan or Parish Policy and Procedures Manuals* for responsibilities pertinent to your own Council.

It is also very important that all recording secretaries have access to and are comfortable with using a computer. Although this requirement is not officially written anywhere, in this day and age where all information is delivered electronically, it is really important that you are able to receive and send information quickly. All resource materials, directives, bulletins etc. are all available on line.

I encourage all of you to obtain a copy of the ***Handbook for Secretaries***, which can be downloaded from the national website. Other resource materials that you might find helpful include the ***Constitution and By-laws 2013***, the ***National Manual of Policy and Procedure*** and ***Robert's Rules of Order***.

The list of Diocesan Recording Secretaries is being sent to all who need it. Please keep in mind that in accordance with the provincial privacy policy this information is for league use only, and is not to be shared.

May Our Lady of Good Counsel continue to bless and guide us,

Your sister in the League,

Mary

He has filled him with the Spirit of God, with skill, ability and knowledge in all kinds of crafts...he has filled them with skill to do all kinds of work.

Exodus 35:31,35