



**Ontario Provincial Council
Recording Secretary**

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

Directive # 2 Pages: 2 Attachments: 3

October 2nd, 2018

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, National Communiqué,
Secretary-Treasurer Oral Report from National Convention.

Happy Fall Days to all recording secretaries and thank you all for serving the League and your council as secretary. As you have probably already heard, Janet McLean was re-elected as the National Treasurer-Secretary at the National Convention held in August. I've attached a copy of Janet's 1st Communiqué as well as her oral report given at the National Convention. These documents are also available on the National website. In her communiqué, Janet makes the point that secretaries and treasurers are the backbone of a council. How true! Where would the councils be without them?

As I began the second year of my term as your Provincial Recording Secretary, I looked back on the many experiences and opportunities I had encountered over the past year. It's been a big learning curve for me and I thought I would take this opportunity to review and share some tips that helped me along the way.

Firstly, the secretary's main focus is on maintaining files in the most efficient and up-to-date manner possible. In our technology driven world it's evident that secretaries must rely on computer access, literacy and competent file management.

File management is very important as there needs to be an accurate paper trail that tells the story of our League. Content of the minutes of all meetings and conventions of the council concerned must be retained as a permanent record. Therefore secretaries must remember to provide and file a hard copy of the minutes. Keep in mind that the minutes are intended to tell what was done at the meeting – not necessarily all that was said.

It is recommended that the following records be kept in hard copy:

- Your motions signed by both the mover and the seconder and numbered sequentially as they occur. In the Annual Report Survey, 43% of secretaries reported that they do not have a motion book. If you don't already have one, please start one immediately. It is a history of the decisions made by your council and the source of reference if any questions or disputes arise from those decisions.

- Committee reports as presented and attached to minutes for future reference.
- Always keep a print copy of the approved minutes, duly signed by both the secretary and the president.
- Keep the above records in binders labelled with the dates covered. Again, file management is key to keeping the history of your council and the League in order.

Secretaries should request reports be submitted to her ahead of time to facilitate inputting the minutes thereby enabling her to actively participate at the meetings. In the 2017 Annual Report Survey results, it was alarming to note that 63% of recording secretaries reported that they do not receive/or only sometimes receive written reports from their executives. This not only makes the secretary's job more labour intensive during the meetings but she also runs the risk of not capturing all the key points in the minutes.

A question that often arises is when are the minutes approved? Minutes of one meeting are usually approved at the next meeting of the group and therefore the minutes are always approved by the members of the group to whom they belong.

At the parish level, where meetings are held monthly, minutes of one meeting are always approved at the next meeting by the members in attendance. This holds true, as well, for the minutes of the annual meeting which are approved at the next regular monthly meeting of the parish council. Minutes of executive meetings are approved by the executive at the next executive meeting. Minutes can be corrected at any meeting of the group even after they have been approved, however, a specific motion to amend the minutes is required.

Roberts Rules of Order is an excellent guide to assist secretaries and the general running of meetings.

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. Please let me know if there have been any updates to the information noted for your diocese.

To sum up, I pass on to you the biggest lesson I learned over the past year. If I might quote from Benjamin Franklin: "Don't put off until tomorrow what can be done today."

May Our Lady of Good Counsel bless and guide us as we continue to Respond to God's Call in our service to the League.

With Prayers and Blessings,

Mary Capobianco