

Ontario Provincial Council
of
The Catholic Women's League of Canada

GUIDELINES



September 2018

Ontario Provincial Council of The Catholic Women’s League of Canada
GUIDELINES TABLE OF CONTENTS

Diocesan Presidents	1
Responsibilities	1
Meetings	1
Reports	2
Reports at Meetings	2
Reports at Convention Business Sessions.....	2
Annual Report	2
Conventions	2
Diocesan.....	2
Provincial.....	3
National.....	3
End of Term	3
Prepare an index of your files.....	4
Provincial Officers	5
Responsibilities	5
Meetings	5
Reports	6
Reports at Meetings	6
Reports at the Convention Business Sessions.....	6
Annual Report	6
Directives	6
Website	6
Letters	7
Conventions	7
Provincial.....	7
National.....	7
End of Term	7
Spiritual Advisor	9
Responsibilities	9
Upon taking Office	9
Regular Duties	9
Provincial President	11
Responsibilities	11
Upon Taking Office.....	11
Regular Duties	11
Conventions	12
Diocesan.....	12
Provincial.....	13
National.....	13
End of Term	14
Recording Secretary	15
Responsibilities	15
Convention Registration	16

End of Term	16
Administrative Assistant	17
Responsibilities	17
As requested by the president, prepare/write/mail as per timelines:	18
July-August.....	18
September.....	18
October.....	18
November-December.....	18
January -February.....	18
March.....	19
April.....	19
May-June:	19
End of Term	19
Treasurer	20
Responsibilities	20
End of Term	21
Past President/Historian.....	22
Responsibilities	22
Archives	22
Spiritual Development Chairperson.....	23
Responsibilities	23
Convention Timeline.....	24
November.....	24
January.....	24
February	24
March-May	24
June	24
End of Term	24
Organization Chairperson.....	25
Responsibilities	25
Annual Reports	26
August.....	26
September-October	26
November.....	26
January.....	26
February	26
March.....	27
April	27
May	27
June	27
July.....	27
Christian Family Life Chairperson	29
Responsibilities	29
Community Life Chairperson	30
Responsibilities	30
Education and Health Chairperson	31
Responsibilities	31

Communications Chairperson	32
Responsibilities	32
Timeline and Budget	32
Provincial Website	32
ON Line Newsletter	32
The Canadian League Magazine	33
Media Evaluation	33
Pornography	33
Press Releases	33
Archival Materials.....	33
Convention.....	33
Resolutions Chairperson	35
Responsibilities	35
Resolutions Review Committee Meetings.....	35
Resolutions Archiving Committee	36
Government Visitation Committee.....	36
Bi-Annual Government Reception	37
Provincial Convention.....	37
Resolutions Dialogue.....	37
National Convention	38
Assembly of Catholic Bishops of Ontario Executive Meeting	38
Timetable	38
September	38
November	38
December	38
January.....	38
February	38
February/March.....	39
April	39
April/May	39
June	39
July.....	39
August.....	39
• See the <i>National Convention</i>	39
• See <i>Ontario Bishops' Executive Meeting</i>	39
Legislation Chairperson.....	40
Responsibilities	40
Newsletter Editor	41
Life Member Liaison	41
Responsibilities	41
Privacy Officer	42
RESPONSIBILITIES	42
Screening Officer	43
Responsibilities	43
Administration Committee	43
Committee Members:.....	43
Responsibilities	44

AMENDMENT COMMITTEES	45
POLICY, GUIDELINES, AND CONVENTION GUIDE REVIEW COMMITTEE	45
Committee Members	45
Responsibilities.....	45
CONSTITUTION AND BYLAWS REVIEW COMMITTEE.....	46
Committee Members	46
ANNUAL REPORTS EDITING COMMITTEE	46
Committee Members	46
Responsibilities.....	46
MINUTES REVIEW COMMITTEE	47
Committee Members:	47
Responsibilities.....	47
NOMINATIONS AND ELECTIONS COMMITTEE	48
Committee Members:	48
Responsibilities.....	48
Steps to follow prior to convention:	48
At Convention	49
RESOLUTIONS COMMITTEES.....	50
RESOLUTIONS READING COMMITTEE	50
RESOLUTIONS REVIEW COMMITTEE	50
Committee Members	50
Responsibilities:	50
RESOLUTIONS GOVERNMENT VISITATION COMMITTEE	51
Committee Members	51
Responsibilities.....	51
RESOLUTIONS ARCHIVE COMMITTEE	51
Purpose	51
Committee Members	51
Process.....	51
Criteria.....	52
Directives	53
Sample Directive	55
ANNUAL REPORTS AND REPORT BOOK	56
ONTARIO PROVINCIAL WEBSITE	57
ACCEPTANCE	58

**ONTARIO PROVINCIAL COUNCIL
OF
THE CATHOLIC WOMEN'S LEAGUE OF CANADA**

GUIDELINES

Diocesan Presidents

Responsibilities

- Submit an updated contact list of diocesan officers by June 15 to the administrative assistant.
- Read and process all directives and material received. Pass material along to appropriate chairpersons.
- Contact the provincial president or chairperson concerned if you need clarification or additional information.
- Carbon copy (cc) to the provincial president all letters written to national. This guideline must be strictly followed.
- Send requests for provincial facilitators, workshop leaders, etc. at any level to the provincial president for authorization. The provincial president will then forward said request to the president-elect/organization chairperson for implementation.
- Send subsidy requests from the National Development Fund to the provincial president for authorization before being sent to national.
- Send subsidy requests from the Provincial Development Fund to the provincial president for authorization. The provincial president will reply, then forward the approved request to the president-elect and treasurer for action.
- Submit expense sheets within one month of meetings.
- Report on business transacted at the provincial meeting to the diocesan executive.
- Submit profile electronically for website and newsletter by August 31.

Meetings

As a member of the provincial executive attendance is required at:

- two provincial executive meetings — Fall and Winter
- pre and post-convention meetings
- Ontario Provincial Convention in July

Reports

Reports at Meetings

- Prepare a written and oral report for the Fall and Winter executive meetings and email to the provincial president three weeks prior to the meeting. Keep a copy for your files.
- The provincial president then forwards approved reports to the administrative assistant two weeks prior to the meeting.
- Email a point form summary of the report to the recording secretary for the minutes at least five days before the meeting. The summary is not to exceed 15 typewritten lines. A form will be provided.

Reports at Convention Business Sessions

- Prepare an oral report to highlight a special event or project of your diocesan council. Report on future plans or direction that you hope to take. Additional direction may be given by the president.
- Observe the time allowed for oral reports.
- Make two copies of your oral report, one for the provincial president and one for your file.
- E-mail a point form summary of the report five days before the convention to the recording secretary for the minutes. The summary is not to exceed 15 typewritten lines. A form will be provided.
- E-mail your convention oral report within two weeks after the convention to the communications chair for inclusion on the website.

Annual Report

- Observe the deadlines set by the provincial organization chairperson.
- Following the directions given, prepare and submit a president's report of the activities at the diocesan level and an overview of the status of the League in your diocese. This should not be a repetition or summary of the parish reports. Additional direction may be given by provincial organization chairperson. Email one copy to the organization chairperson, one to the president and keep one in your files.

Conventions

Diocesan

- An invitation is issued to the provincial president no later than the fall executive meeting to attend each diocesan convention or to send a representative from provincial council.
- Provincial council is responsible for all convention expenses for the provincial representative. This is now paid initially by the host council, who will be reimbursed upon submission of the appropriate forms.
- The host diocese will provide the representative with the appropriate paperwork.

- The representative shall complete the paperwork (respecting deadlines) and send it to the diocesan convention committee.
- The provincial representative will bring greetings from provincial council and the provincial spiritual advisor and a president's report. If possible, she will be part of your program by giving a talk or a workshop. Advise the provincial representative as to what her contribution will be, **prior to your convention**, so that she is well prepared to participate.
- Assign a member to greet the representative and look after her needs. Confirm travel method, arrival and departure times with this representative.

Provincial

- Each diocese is entitled to be represented at the provincial convention by one voting delegate (the diocesan president or designate) and two accredited delegates.
- Registration, meals and credential forms for voting delegates (diocesan presidents) will be completed at the winter meeting and given to the treasurer who will remit forms and payment to the host convention committee.
- Credential forms shall be submitted by the diocesan secretary after the diocesan convention once they have been signed by the diocesan president and secretary.
- Booking shared accommodations shall be done by the provincial treasurer. Notify the provincial treasurer of your roommate's name.
- Convention information and forms are found on the provincial website.
- Voting cards for all delegates are to be picked up at the registration desk.
- Travel costs may be submitted before, during or after the convention.

National

- Each diocesan council may send two accredited delegates to the national convention. Credential cards are obtained from the provincial president or her designate at the diocesan convention and must be submitted to national office after being signed by the diocesan president and secretary. Upon presentation of the duplicate copy of the credential at the time of registration, the delegate may pick up her voting card.
- When the national convention is in Ontario, claims for expenses of the diocesan president or her representatives may be submitted to the provincial treasurer.

End of Term

At the end of your term as diocesan president your provincial file shall be put in order, and turned over to the incoming president as soon as possible.

Prepare an index of your files.

This file should include:

- an index of materials in your file
- a timeline of expectations
- directives and reports for previous four years
- provincial minutes and motions for previous four years
- *Ontario Provincial Council Manual of Policy and Procedure*
- *Ontario Provincial Guidelines*
- *Ontario Provincial Convention Guide* (if you are hosting a provincial convention)
- updated *National Manual of Policy and Procedure*
- *Constitution & Bylaws* (most recent issue)
- other resource materials

Provincial Officers

Refer to Article XI – Section 3 to 8, *Constitution & Bylaws*.
Ontario Provincial Manual of Policy & Procedure, Ontario Provincial Council Guidelines and Ontario Provincial Convention Guide

Responsibilities

- Review all resource material in the file from previous officers and from the *Executive Handbook*.
- Set goals and prepare long term plans for your position or standing committee.
- Select sub-chairpersons and committee members as required. Consider members with interest or knowledge in the area concerned or specific task to be addressed. Provide these sub-chairpersons with copies of pertinent information from the file.
- Compile and distribute a list of diocesan counterparts.
- Ask sub-chairpersons to send all material to be included in directives or the newsletter, to you.
- Submit a short profile for the website and newsletter.
- Consult with the president on any proposed action or project, before it is initiated or discussed at a meeting.
- Read and process all material received.
- Act on resolutions passed at provincial and national conventions that pertain to the standing committee.
- Consult with the president before writing a letter to government or other officials and send her a copy for approval before it is sent.
- Prepare workshops and presentations as requested by the president. Requests to present workshops made directly to you must be approved by the president. Give a copy of the presentations to the president and organization chairperson for their files.
- Submit all expenses, with receipts, to the treasurer by the end of each month. Use the expense form provided.
- Keep files in good order.
- Perform other duties as designated by the president.
- Establish short-term goals.
- Promptly read all correspondence received and respond as required.
- Mentor diocesan counterparts.

Meetings

As a provincial officer attendance is required at:

- two provincial executive meetings - fall and winter
- pre-convention and post-convention meetings in July
- provincial convention
- workshops and meetings as designated by the president or organization chairperson
- diocesan conventions to represent the provincial council as designated by the president

Reports

Reports at Meetings

- Prepare a written and oral report (maximum two pages) for the meeting and email it to the provincial president three weeks prior to the meeting. Keep a copy for your files.
- Prepare an oral report for the fall and winter executive meetings as required. Keep a copy for your files.
- Comply with the time allowed for oral reports.
- Email a point form summary of the report to the recording secretary for the minutes five days before the meeting. The summary is not to exceed 15 type-written lines. A form will be provided.

Reports at the Convention Business Sessions

- Prepare an oral report to highlight a particular area or project. Direction may be given by the president. Make two copies of the report, one for the president and one for your file.
- Comply with the time allowed for oral reports.
- Email a point form summary of the report to the recording secretary for the minutes five days before the meeting. The summary is not to exceed 15 type-written lines. A form will be provided.
- Email your convention oral report within two weeks after the convention to the communications chairperson for inclusion on the website.

Annual Report

- Comply with the deadlines set by the provincial organization chairperson.
- Follow the directions given by the provincial organization chairperson for format, length, number of copies, and distribution.
- Compile reports submitted by the diocesan chairpersons, using the headings listed in the *Constitution & Bylaws*.
- Report work performed as a provincial officer including the work of your predecessor and sub-chairpersons and provincial projects related to your position/committee.
- List a maximum of three recommendations at the end of the report, if desired.
- Send report to your counterpart at national by deadline date.

Directives

Prepare and send out directives as required by the provincial president following the directions in the Directive Guidelines and also see the sample directive.

Website

- The Ontario Provincial Website address is: www.cwl.on.ca
- All information shall be approved by the provincial president prior to posting.

- Send directives without attachments to the communications chair for entry on the website. Directives are deleted or erased at the end of each term. All submissions shall be made via the chairperson of communications who is the only contact for the website.

Letters

Write welcome letters to newly elected diocesan counterparts and thank you letters to those who have completed their terms.

Conventions

Provincial

- Complete the registration and meals forms at the winter meeting and give them to the treasurer who will remit forms and payment to the host convention committee.
- Complete the credential forms as accredited delegates at the same time.
- Arrangements and payments, for shared accommodations, shall be made by the treasurer.
- Complete the claim form for travel and en route expenses. An advance for meals shall be provided by the treasurer.
- Attend all sessions and perform duties as required.

National

- If attending national convention as an accredited provincial delegate or provincial representative, arrange registration and credentials with the president, secretary and treasurer.
- Attend all sessions and sit in the designated area.
- Prepare report(s) as instructed by the president.
- Send copies of your report(s) to the president by the date specified.

End of Term

At the end of your term put your provincial file in order, and turn over to the incoming officer as soon as possible. Notify the incoming officer of immediate responsibilities.

- Transfer electronic copies of all directives and reports from your term to your successor using a flash drive or by other means.
- Recall all materials from sub-committee chairpersons and committee members.
- Update the file, removing outdated and unnecessary material
- Prepare an index of material in your file and place it in the front of your binder.
- Prepare to transfer the file by the end of July, treasurer by the end of August.

This file should include:

- an index of materials in your file
- a timeline of expectations
- directives and reports for previous four years
- provincial minutes and motions for previous four years
- *Ontario Provincial Council Manual of Policy and Procedure*
- *Ontario Provincial Guidelines*
- *Ontario Provincial Convention Guide* (president, past president, president-elect, secretaries, treasurer and spiritual development chair only)
- updated *National Manual of Policy and Procedure*
- *Constitution & Bylaws* (most recent issue)
- other resource materials

Spiritual Advisor

Refer to Article Part IX – (a) [i] and [ii]), (b) [ii] and [iii], (c), *Constitution & Bylaws. Ontario Provincial Manual of Policy & Procedure, Ontario Provincial Council Guidelines and Ontario Provincial Convention Guide*

Responsibilities

Upon taking Office

- Meet with the president and spiritual development committee chairperson to discuss plans, dates and procedures for meetings, masses, stipends, etc.
- Discuss the spiritual direction of the Ontario provincial council in relation to development of the theme.
- Be prepared to assist the spiritual development standing committee chairperson with plans.
- Familiarize yourself with your role by reading *The Spiritual Advisor's Handbook*, the *Ceremonies Book* and other League material provided to you.

Regular Duties

- Install the new officers at the closing mass of the convention and reaffirm them the following year. The spiritual development chairperson will provide a copy of the service and the necessary materials to conduct the service.
- Attend all meetings of the provincial council. Notification is always given well in advance. If unable to attend, inform the president.
- Celebrate the Eucharist at some time during the meeting. The spiritual development chair will contact you to arrange details.
- Give a message of encouragement and support to the members of the executive at the meetings.
- Approve spiritual program for executive meetings and provincial convention as prepared and submitted by the spiritual development chair.
- In conjunction with the spiritual development chair discuss and approve the readings, prayers of the faithful and any other items for the convention Eucharistic celebrations.
- Supply letter of welcome and message for the provincial convention program booklet and letter to be read at all diocesan convention banquets attended by the provincial president or her representative.
- Be prepared to provide the view of the Church on issues that may arise in the context of the business. Advise on possible action.
- Support the guidelines and programs set out by the national council and accepted for implementation by the provincial council.
- Serve as an *ex officio* to the administration committee, the nominations and elections committee and other ad hoc committees, as necessary. The chair of these committees will provide information and necessary materials.
- Submit expenses to the treasurer as requested. Discuss travel and accommodations etc., for meetings with her.
- Please note: all your expenses are paid as per provincial policy for all meetings, provincial and national conventions.

- If possible, attend the national convention in August as part of the Ontario delegation.
- Maintain open communication with the president for better understanding of the potential boundaries in decision making and the scope of the organization.

Provincial President

Responsibilities

Upon Taking Office

Assign committee and other appointments newsletter editor, life member liaison, screening officer, privacy officer).

- Arrange with the administrative assistant to have the official stationery available.
- Sign the bank signature card with other signing officers for banking purposes.
- Ensure that the minutes and financial transfers are completed.
- Meet with the spiritual advisor to discuss plans, dates, procedures for meetings, masses, stipends, etc.

Regular Duties

- Be the official spokesperson for the Ontario Provincial Council. All statements must reflect official League policy in accordance with the *Objects of the League*.
- Chair the administration committee.
- Serve as an *ex officio* member of all other committees, except the nominations and election committee.
- Schedule provincial meetings on the first weekend of October and February. Arrange with the treasurer to book the hotel, meeting rooms, etc.
- Consult with the committee regarding administration committee meeting agendas.
- Consult with the administrative assistant to prepare a list of all correspondence sent and received.
- Prepare an agenda for each executive meeting and in conjunction with the recording secretary, distribute meeting information to the executive.
- Prepare and send preparation hints, for meetings, to executive and spiritual advisor, in a timely manner.
- Appoint provincial council representatives to attend seminars, conferences, etc. Expenses are paid as per provincial policy. Request a written report with recommendations.
- Prepare a president's message for the convention booklet, annual report book, and the website.
- Check incoming email to the website and reply or forward for action as required.
- Consult with the resolutions chairperson to arrange a meeting for the resolutions government visitation delegation to present the current resolutions brief and to meet with the appropriate government ministries and members of the opposition parties.
- Arrange a meeting for you and the president-elect with the Assembly of Catholic Bishops of Ontario (ACBO) to present the current resolutions brief along with any of the concerns of the provincial council.
- Attend the resolutions review committee meeting in June.

- Consult with the resolutions chair to arrange a government reception as appropriate (every second year). Appoint members to attend.
- Review requests for Provincial Development Fund subsidy for workshops, development days, etc. Authorize the request and send it to the president-elect/organization chairperson and treasurer for their action.
- Review all requests for facilitators for workshops or development days and then forward them to the president-elect/organization chairperson with recommendations for action. Copy the treasurer on decisions that require payment.
- Review requests for National Development Fund subsidy for workshops, development days, etc. If you authorize the request, then send it to national.
- Review and/or approve and if approved, sign life membership applications submitted by diocesan councils in Ontario and send to national before the deadline.
- Attend the national executive meetings. Prepare a brief report on League activity in Ontario for each meeting. Email the report one month in advance to national staff for distribution to the national executive.
- Report on business transacted at national meetings to the provincial executive within one month of the meeting.
- Prepare a personal profile for *The Canadian League* as requested by national office.
- Have a colour photograph taken and several copies made for publication requests and submit claim for costs to treasurer.
- Forward copies of letters received from national pertaining to new, reorganized, and disbanding councils to the organization chairperson so that she can then send out proper provincial responses.
- Revise and send copies of the Bishop Bernard F. Pappin Memorial Bursary brochure and application to the seminaries and the website.
- Notify all applicants of the decision of the Bishop Bernard F. Pappin Memorial Bursary Committee by the end of April. In September confirm with the seminary that each recipient has continued his studies.

Conventions

Diocesan

- Arrange provincial representation to diocesan conventions. Try to attend at least one convention in each diocese during your term. If unable to attend yourself, appoint an alternate in order of office: president-elect, first vice-president, second vice-president.
- Notify the diocesan presidents of the name of the provincial representative.
- Prepare provincial president's greetings and report for the representative to present at each convention.
- Arrange for a greeting from the spiritual advisor to be read at the banquet of each convention.

Provincial

- In October, invite the national president or her representative to attend the provincial convention.
- Discuss and/or choose the convention sub-theme, program and speakers at the fall meeting.
- Work with the host convention chairperson and committee to:
 - clarify responsibilities according to provincial policy and convention guide
 - outline requirements, set-ups, etc. for the convention
 - visit the site well in advance
- Prepare tentative convention agenda/program, providing a copy to the convention committee by January 10 for inclusion in the convention package and posting to the provincial website.
- Invite the host bishop to celebrate the opening mass (January).
- Direct the administrative assistant to:
 - invite all Ontario bishops on the mailing list to attend the convention (February)
 - invite local dignitaries to bring greetings – names to be submitted by the convention chairperson (March)
 - invite the life members to attend the convention. Send with registration forms and information to coincide with the distribution of the spring newsletter.
 - Invite the past provincial presidents to attend the convention. Send with registration forms and information to include expenses covered by the provincial council.
- Invite speakers, panelists, etc. for the convention programs. Confirm two weeks prior to the convention.
- Prepare content for convention program booklet and banquet program and submit to the convention chairperson by the agreed deadline.
- Following the convention, have thank-you letters written to speakers, guests, dignitaries and others who took part.
- Ensure that the hosting council has prepared and forwarded all reports as requested, by August 31. If not received, follow up as necessary. Review and keep one binder. Present another copy plus the Provincial Convention Responsibility Chart to the hosting council at the October meeting.
- Present *The Provincial Convention Guide* to the diocesan president once an invitation, to host, has been accepted. Ensure that she and convention chairs have an updated copy.
- Either the president or president-elect should view and approve the convention site before any contract is signed.

National

- Send signed credential cards to national office and complete registration for provincial delegates and spiritual advisor immediately after the post convention meeting.
- Attend pre-convention, post-convention meetings and convention sessions as Ontario voting delegate.
- Prepare an oral report for the national convention business session as requested by national. Make one copy for your file and one to read. Email

one to national office and provincial communications chair for inclusion in the online newsletter.

End of Term

- In the fall of the second year of the term, appoint a nominations and elections committee consisting of the immediate past president as the chairperson and two other committee members. A recording secretary for the elections will be appointed at the provincial convention.
- In January of the second year of the term, write to the ordinary of the president-elect's diocese to request that he accept the spiritual advisor's role during her term. If there is more than one bishop in the diocese he may name an auxiliary bishop.
- When notified of the new spiritual advisor, send him the convention agenda and information regarding his attendance at the banquet, closing mass and installation, closing luncheon and post-convention meeting. Request his arrival/departure time and ensure that the treasurer books his room, tickets, etc.
- Write follow-up letters to government or others regarding the resolved clauses of the resolutions passed at convention.
- Write appreciation cards and messages as required.
- See that all officers have turned over files to their successors by July 31, the treasurer by August 31.

Recording Secretary

Refer to Article Part XI – Section 4 and 9 (a), *Constitution & Bylaws; Ontario Provincial Council Manual of Policy & Procedure; Ontario Provincial Council Guidelines* and Ontario Provincial Convention Guide

Responsibilities

- In consultation with the provincial president, provide a list of names for appointment to the minutes review committees.
- Establish minutes review committees for executive meetings and convention.
- Prepare and send motions from each meeting to all members of the provincial executive within two weeks after the meeting.
- Motions dealing with financial items are numbered in red, i.e. 2011.09.30 – 05
- Motions dealing with changes to *P&P, Guidelines, Convention Guide* are numbered in red, i.e. 2011.09.30 – 06 with one of the following notations in red (policy change) (guidelines change) (convention guide change).
- Draft accurate minutes of the business conducted at all meetings of the Ontario Provincial Council.
- Prepare a first draft of the minutes and send to the minutes review committee and president for review within one month after the meeting and/or the provincial convention.
- Make necessary corrections or changes and prepare and send the second draft to the executive. Send an email requesting that all errors or omissions be submitted in writing within two weeks. Retain two copies: one personal, one for files.
- Distribute minutes at least 30 days prior to the next meeting to:
 - president
 - provincial officers
 - diocesan presidents
 - spiritual advisor
- Email a copy of the convention minutes (general business sessions only) to the administrative assistant for mailing to life members who attended the convention and requested minutes in time for the February mailing.
- Be a member of the administration committee.
- Take notes at the administration meeting to prepare the report for the executive meeting which follows.
- Send to officers and spiritual advisor the agendas for all meetings in a timely manner.
- In consultation with the president, prepare the Notice of Meeting for the fall and winter meetings, and the pre-convention meeting. Email to officers and spiritual advisor, along with a motion form and summary of written report form.
- Keep one copy of the official signed minutes in the Official Minutes Book. At the end of the term, minutes from the immediate past term are kept in the Official Minutes Book and any other minutes are turned over to the historian for the archives.

- Keep all motions in a separate Motion Book, numbering them in sequence beginning with - 01 for each meeting (example 2013.10.05 – 01)
- Append to the convention minutes:
 - reports of officers, diocesan presidents and special committees
 - audited financial statement
 - adopted resolutions
 - call to convention notice
 - credential reports and (signed) list of members with voting status in attendance
- At convention, ensure that the five-part motion form for resolution amendments is distributed as follows:
 - secretary
 - mover
 - president
 - resolutions chairperson
 - parliamentarian
- Keep the official seal.
- Keep the elections register and eligibility list up to date.
- Update the election eligibility list with addresses to be submitted to the chair of elections committee (past president) in the fall, prior to election year.

Convention Registration

- Work with the registration convener of the host committee to review credentials. Initial the voting card for each delegate. Be aware that provincial accredited delegates include only the provincial officers.
- Assist the registration committee in any way possible; help prepare the final credential report of voting and accredited delegates' names, status, and signatures which will be appended to the minutes.
- Provide the administrative assistant with a list of life members and honorary life members who have indicated on the registration form that they would like to receive a copy of the minutes.

End of Term

- Complete and distribute the final draft minutes as approved by the outgoing president of the pre-convention meeting and the convention, at least 30 days prior to the fall meeting.
- Assist the new recording secretary with the minutes of the post-convention meeting
 - Put all files in order and turn over promptly to the new recording secretary.

Administrative Assistant

Refer to Article Part XI – Section 4 and 9 (a), *Constitution & Bylaws; Ontario Provincial Council Manual of Policy and Procedure; and Ontario Provincial Council Guidelines and Ontario Provincial Convention Guide*

Responsibilities

- Send all correspondence under the direction of the provincial president.
- Keep an up to date list of all correspondence sent and received since the previous meeting. Distribute the list to the executive at each executive meeting.
- Keep a copy in the file of all correspondence sent out.
- Maintain a file of names and addresses of people and organizations frequently contacted.
- Mail or email material as requested:
 - general mailing list for notices, memos etc. - spiritual advisor, provincial officers, diocesan presidents
 - special mailings as required - report books, convention material to Ontario bishops, diocesan spiritual advisors
 - other mailings at the request of the provincial president.
- Receive and redistribute by email provincial executive reports, at least one week, prior to the executive meeting.
- Keep an electronic copy of the official letterhead on file for distribution to officers when requested and approved by the provincial president. (refer to P&P 1.3.2 & 1.3.3.)
- Prepare and update the provincial executive directory as needed and distribute to:
 - provincial executive
 - appointees
 - provincial spiritual advisor
 - national office
- Prepare and submit an annual report to the organization chairperson, as required.
- Keep and update an electronic copy of the list of life members and honorary life members as prepared and updated by the life member liaison in July.
- Update the Christmas card list with the president and purchase Christmas cards if required.
- Christmas greetings are sent out electronically, except for members without email addresses. This list shall include all Ontario Life Members and Past Provincial Presidents, Bishops of Ontario, provincial executive, national executive and office, as well as others that the president may deem appropriate. The administrative assistant works with the life member liaison, who has contact information for life members.

As requested by the president, prepare/write/mail as per timelines:

July-August

- a list of provincial officers to members of executive
- reports for pre, post and convention meetings
- annual reports with a covering letter from the president to:
 - all bishops in Ontario
 - national office
 - national president
 - national president-elect
 - provincial presidents
 - general secretary of the ACBO
 - Development and Peace
 - Institute of Catholic Education
 - Ontario Catholic Trustees Association
 - past Ontario presidents
 - Ontario honorary life members (not in attendance at convention)
 - the Knights of Columbus
- letters of thanks to speakers, visitors who attended convention
- update name plates as required

September

- letters of congratulations to:
 - newly elected national officers
 - appointees
 - provincial sub-committee chairpersons
- the correspondence report for fall meeting

October

- follow up letters to the business brought up at the executive meeting
- name cards and folders for material distribution at the meeting

November-December

- the correspondence list and directory
- Christmas greetings (*See last bullet under responsibilities for list*)

January -February

- reports/materials to all executive members
- labels for life members and honorary life members verified with life member liaison
- letter to life and honorary life members re: convention and minutes of previous convention, if requested
- blank forms for diocesan executive lists to president
- updated provincial directory for distribution to the executive
- correspondence report for winter meeting
- follow-up letters to the business meeting
- name cards and folders for material for distribution at the meeting

- letter to Ontario bishops inviting them to the provincial convention

March

- annual report
- a letter of welcome to new provincial spiritual advisor

April

- letters pertaining to provincial convention
- letters to speakers, dignitaries etc. for convention as required

May-June:

- provincial stationery, if required
- update provincial directory and updated diocesan counterparts lists to provincial officers
- Call to Convention notice to executive
- letters of welcome to the new diocesan presidents and spiritual advisors
- letters of appreciation to retiring provincial officers, diocesan presidents and spiritual advisors
- update name plates as required

End of Term

- Cull the two-year's correspondence, in consultation with the president.
- Transfer electronic copies of all correspondence or form letters from your term to your successor, using a flash drive.
- Keep copies of correspondence received and sent, as directed by the president.
- Complete the follow-up correspondence from provincial convention as necessary.
- Explain procedures to the new administrative assistant.
- Turn all files and materials over to your successor by the end of July.

Treasurer

Refer to Article Part XI – Section 5, *Constitution & Bylaws; Ontario Provincial Manual of Policy & Procedure, Ontario Provincial Council Guidelines and Ontario Provincial Convention Guide*

Responsibilities

- A detailed list of duties and copies of all forms will be found in the treasurer's file.
- The treasurer manages the funds for provincial council, working with the president, recording secretary and the administration committee.
- Deposit and invest income for the provincial council.
- Promote and process donations from Ontario diocesan councils to League charities such as the Bishop Bernard F. Pappin Memorial Bursary Fund and other projects as required.
- Receive per capita fees from national and record the number of members in each diocese.
- Keep the president and organization chairperson informed of membership.
- Pay all bills incurred in the normal operation of provincial council.
- Maintain accurate, up-to-date financial records.
- Arrange with an approved professional accounting firm for an annual financial review.
- By May 15, forward the financial review to the organization chairperson to be included in the annual report book.
- By June 01 forward a copy of the financial review to voting and accredited delegates registered for the provincial convention.
- Prepare a budget and three-year projection for presentation at the winter executive meeting.
- Prepare an interim financial report for presentation at convention.
- Be a member of the administration committee meetings preceding the executive meetings. Prepare financial and membership reports for this meeting and executive meetings.
- Book hotel for two subsequent meetings.
- Book hotel accommodations, meeting rooms and meals for meetings as requested by the president.
- Organize rooming list and expense accounts for meetings.
- Prepare the annual report form for parish councils to be included in the August organization mailing.
- Process annual invoice for insurance.
- Process all subscriptions as per 2.6.2 in the Policy and Procedure
- Process all memberships in other organization per 2.7.1 in the Policy and Procedure
- Send expense information to invited resource persons.
- Process registration, accommodations and meals for provincial executive, spiritual advisor, appointees, and guests for convention.
- Prepare rooming list for officers, appointees, spiritual advisor, guests and resolution and election committee members as authorized for convention.

- Prepare cheques (September) for mailing to the bursary recipients by the president once it is established that the recipient(s) has returned to the seminary for further study.
- Retain bursary applications as per privacy table
- Update and send out treasurer's report form to the organization chair by August 15th. Specify provincial and national voluntary funds.

End of Term

- Pay all outstanding expenses pertaining to the provincial convention. Request that officers submit expenses immediately.
- Turn over to the new treasurer any new funds received, but not deposited.
- Spend the time necessary to instruct the new treasurer about the various accounts, investments and procedures. Be available to answer questions at a future time.
- Put file in order with an indexed list of information and materials in the front of your binder.
- Arrange hotel contracts for incoming executive.
- Turn all files over to the new treasurer by a mutually agreed upon date (no later than September 30).

Past President/Historian

Refer to Article Part XI, Section 7, *Constitution & Bylaws*; *Ontario Provincial Council Manual of Policy and Procedure*; and *Ontario Provincial Council Guidelines and Ontario Provincial Convention Guide*

Responsibilities

- At the beginning of the term, circulate a list of materials required for the archives to the provincial executive.
- Follow up until materials are collected.
- Be prepared to advise on matters of protocol and procedure.
- Encourage the study of the *Constitution & Bylaws*.
- Be willing to serve as the chairperson of nominations and elections at the request of the president.
- Obtain the updated eligibility list from the recording secretary
- Be prepared to chair the Constitution & Bylaws amendments committee at the request of the president.
- Maintain the provincial history.
 - Add highlights of the previous term.
 - Place updated history in the archives.
- Promote the study of manuals of policy and procedure at all levels.
- Encourage the study and review of the *Ontario Provincial Manual of Policy and Procedure and Ontario Provincial Guidelines* by all provincial executive members.
- Keep an electronic copy of *Ontario Provincial Manual of Policy and Procedure, Provincial Guidelines and Convention Guide*.
- Be a member of the administration, resolutions review, resolutions government visitation and resolutions archive committees.
- Participate in government receptions at the invitation of the president.

Archives

Be responsible for the archives.

- Review and update archival material and assure that the index of archival material is current.
- Refer to the *Ontario Provincial Council Manual of Policy and Procedure* for the policy on archives
- Receive other photos, news clippings and memorabilia from the communications chairperson.
- Be prepared to visit or arrange for a visit to the archives (presently in Library of Hamilton Chancery Office).

Spiritual Development Chairperson

Refer to Article Part XII – Section 1 (1), *Constitution & Bylaws; Ontario Provincial Council Manual of Policy and Procedure; and Ontario Provincial Council Guidelines and Ontario Provincial Convention Guide*

Responsibilities

- Consult with the spiritual advisor on an ongoing basis. Prayer/scripture services used or sent out require his approval.
- At the beginning of each League year make arrangements for a mass to be offered monthly for the intentions of the provincial executive, and a second monthly mass for the intentions of all members in Ontario.
- The treasurer will subscribe to the *Living with Christ* daily missal for your use.
- Purchase an *Ordo* to use in planning masses.
- Prepare spiritual exercises for all sessions of provincial executive meetings in consultation with the president and spiritual advisor.
- Prepare the Eucharistic celebration held at all executive meetings. The mass of the day is used, with readers chosen from the executive.
- Requirements for mass are:
 - appropriate set-up of the room
 - table covered with a white cloth from the hotel or brought from home
 - candles and vessels from the provincial mass kit
 - text and readings of the day, prayers of general intercession
 - spiritual advisor may supply his own vestments or use the vestments in the mass kit
 - spiritual advisor is asked to provide hosts and wine
- Promote the study of papal documents and other Catholic teachings.
- Encourage women to take leadership roles in the church and serve in lay ministries.
- Participate in and promote ecumenism and interfaith endeavours.
- Create opportunities to share your Catholic faith at home and abroad.
- Assist in the formation and/or presentation of programs that qualify for the Provincial Development Fund.
- Prepare annual spiritual bouquet for the spiritual advisor.
- Bring items to set up the Marian table at fall and winter executive meetings and convention.
- Book of Life to be maintained by Keeper of the Book of Life
- Forward prayer services to the webmaster for inclusion, if material is not copyrighted.
- Copy all directives to the provincial spiritual advisor prior to distribution.

Convention Timeline

November

- Contact the liturgy convener of the host committee, for the provincial convention. Review the responsibilities, in the liturgy outline, that the host liturgy committee is to follow, as prepared by the provincial spiritual development chairperson in consultation with the provincial president and approved by the provincial spiritual advisor.

January

- Prepare the liturgy outline for the convention masses. Send a copy to the provincial spiritual advisor for approval. Send a copy of the approved liturgy to the provincial president.

February

- Prepare prayers and services for the general business sessions of the convention.
- Prepare the copy of prayers and services to be printed and confirm the deadline date that it is to be received by the convention chairperson, with the provincial president.
- Forward a copy of all convention liturgies to the host liturgy convener.

March-May

- Check periodically on the progress of the host liturgy committee and arrangements for the masses.
- Prepare the prayers and services for the pre-convention and post-convention meetings.

June

- Prepare for the ceremony of installation or re-affirmation of officers according to the *Handbook for Spiritual Advisors* and *Ceremonies Booklet*.
- Discuss the ceremony with the president and the spiritual advisor.
- Check on the progress of the liturgy for the convention and make final spiritual preparations.
- Display the Book of Life during the convention and at opening and closing Eucharistic celebrations.

End of Term

Prepare the following for the incoming president to give to the incoming spiritual advisor:

- *Spiritual Advisor's Handbook*
- *Constitution & Bylaws*
- minutes of last year's post-convention meeting
- copy of the report of the spiritual advisor given during the convention
- *Ontario Provincial Council Annual Report* book
- spiritual advisor's pin
- spiritual advisor's stole

Organization Chairperson

Refer to Article Part XII – Section 1 (2), *Constitution & Bylaws; Ontario Provincial Council Manual of Policy and Procedure*; and *Ontario Provincial Council Guidelines and Ontario Provincial Convention Guide*

Responsibilities

- Promote recruitment of members, membership development and leadership training opportunities.
- Prepare annual report book according to the guidelines.
- Send letters of welcome to new and reorganized councils and letters of acknowledgement to disbanded councils, national office, provincial president or provincial treasurer.
- Be a member of the committee that attends annual meetings with the provincial government and the Assembly of Catholic Bishops of Ontario.
- Participate in committee meetings as outlined in provincial policy; resolutions and administration.
- Chair Guidelines, Convention Guide and Policy Review Committee.
- Update the electronic copy of revised *Provincial Guidelines, Convention Guide* and *Provincial Manual of Policy and Procedure*. Send copy to past president for her to keep electronically.
- Distribute revisions to provincial executive and spiritual advisor in a timely manner at or before the next meeting.
- Update the electronic copy of revised *Provincial Convention Guide*. Distribute as required.
- Receive approved copies of application for subsidy from the Provincial Development Fund from the provincial president and implement requests as outlined.
- Receive requests for workshops, development days, etc., at diocesan level from the provincial president and implement requests in a timely manner.
- Establish short-term goals.
- Promptly read all correspondence received and respond as required.
- Be available to chairpersons of the organization standing committee at all levels.
- Encourage the provincial executive to study the *Executive Handbook* and *Leading the League*.
- Train facilitators and develop, promote and/or present leadership training materials and workshops for provincial, diocesan and parish levels of the League.
- Develop a training program to educate provincial executive members and implement at least once per provincial executive term.
- In consultation with the president, prepare the agenda and plan fall leadership training day for diocesan organization chairs every second year.
- Arrange provincial dinner(s) at national convention.

Annual Reports

Chair the annual reports editing committee.

August

- Set the due dates for reports to be received.
- Remind the diocesan organization chairpersons to encourage their executive to fill in the online annual reports providing:
 - the due dates for reports
 - guidelines for completion of the reports
 - a copy of the urls (Uniform Resource Locator, internet address) to be used by parish councils (distributed by the diocese).
- Reminders to be sent out mid-August.
- Send a copy to the diocesan presidents.
- Set agenda and plan materials for the bi-annual fall training of diocesan organization chairs.

September-October

- Send a memo to the diocesan presidents giving annual report instructions (format, length, headings, number of copies, copy of previous year's camera ready report, due date, etc.).
- Select an annual reports editing committee.

November

- Send a reminder to diocesan presidents concerning their diocesan standing committee annual reports due date.
- Lead provincial training session for diocesan organization chairs.

January

- Send a reminder to diocesan presidents giving instructions and due date for their report of activities at the diocesan level.
- Arrange for a typist and proofreaders.
- Decide on a cover design in consultation with the president.
- Obtain printing prices.

February

- Receive annual reports from diocesan officers, compiled by standing committees and forward to the provincial chairpersons with instructions for completing and a reminder of the due date.
- Send a memo to the provincial president and spiritual advisor requesting a letter for the annual report and the due date.
- Alert the treasurer to the due date for the auditor's report and verify the number of pages.
- Notify the recording secretary, administrative assistant, treasurer, life member liaison and president, of instructions and the due date for the annual report.

March

- Receive copies of the annual reports from diocesan presidents and provincial officers for inclusion in the annual report book. Return copies of reports, which do not meet the criteria, for revision.
- Receive letters from the president and spiritual advisor for inclusion in the annual report book.
- Receive report from the president of activities at the provincial level and other comments about status of the League in Ontario, for inclusion in the annual report book.

April

- Have reports computerized, edited and proof read.
- Check information for accuracy and duplication and ensure that it applies to the standing committee or office.
- Ensure that the reports of diocesan presidents, recording secretary, administrative assistant, treasurer and life member liaison do not exceed one page, edit if necessary
- Edit the reports of the standing committee chairpersons and president for length and content, in accordance with the annual report writing directive.

May

- Revise reports and have them proof read again.
- Ensure that names of sub-committee chairpersons are added under the chairperson's name.
- Photocopy or scan the president's and spiritual advisor's messages, which are normally one page in length. Do not edit these reports.
- Provide the president with the "camera ready" version for her review and comments.

June

- Establish the number of copies to be printed, based on registration numbers and distribution list.
- Arrange to have agreed number of report books printed by mid-June.
- Arrange to have the report books delivered to the convention site a week before the convention (or to a location mutually agreed upon with the president and convention chairperson). The convention chairperson will then advise the registration convener where she can obtain the report books for inclusion with the registration materials and the number of copies available for sale.
- Reserve copies for everyone registered at the convention plus 150 additional copies.
- Give required copy, for the archives, to the past-president.

July

- Collect unused copies, not required at the convention, for use during the year.
- Keep copies for public relations purposes.

- Give 150 copies to the president / administrative assistant for distribution. See Annual Reports and Report Book page of the *Guidelines*.
- Immediately following the provincial convention, send an electronic copy of the annual report book, to the communications chairperson in PDF format for posting to the website.

Encourage the participation of sub-chairs so all categories will be well covered.

Christian Family Life Chairperson

Refer to Article Part XII– Section 1 (3), *Constitution & Bylaws; Ontario Provincial Council Manual of Policy and Procedure; Ontario Provincial Council Guidelines and Ontario Provincial Convention Guide*

Responsibilities

- Advise the diocesan chairpersons to acquaint themselves with the services offered by their own diocesan office. Each has a chancery office or pastoral centre with services that address many of the Christian family life concerns. For example:

Family Life Office	Marriage Tribunal
Catholic Family Services	Outreach to the Elderly
Bereavement Counseling	Children’s Aid
Diocesan Vocation Director	Ministry to Youth
New Beginnings	Respect Life Office

- Research the various headings of this standing committee. Obtain and share current material.
- Have your name put on the mailing list for the Catholic Organization for Life and Family (COLF) and Euthanasia Prevention Coalition.
- Share information with the national chairperson, to promote appropriate national action on current issues.
- Encourage the formation of Catholic Girls’ Leagues.
- Promote and encourage donations to the Bishop Bernard F. Pappin Memorial Bursary Fund.
- Send the revised brochure explaining the Bishop Bernard F. Pappin Memorial Bursary along with the application form, to the following:
 - three seminaries
 - vocations directors and
 - the bishop of each diocese for forwarding to seminarians in his diocese who are studying outside Ontario for ministry in Ontario.
- Instruct all applicants to return applications addressed to the president marked confidential.
- Reports/materials for fall meeting to provincial president.

Encourage the participation of sub-chairs so all categories will be well covered.

Community Life Chairperson

Refer to Article Part XII, Section 1 (4), *Constitution & Bylaws; Ontario Provincial Council Manual of Policy and Procedure; Ontario Provincial Council Guidelines and Ontario Provincial Convention Guide*

Responsibilities

- Advise diocesan chairpersons to contact their diocesan Development and Peace committee and ask to be put on their mailing list.
- Receive provincial CCODP material.
- Promote the CWL 1% Development and Peace resolution.
- Initiate study and action on resolutions pertaining to this standing committee and keep informed of all legislation on community life issues.
- Promote community involvement.
- Write letters re: resolutions and current issues concerning this committee in accordance with P&P 1.3.2
- Promote awareness of products such as Fair Trade coffee, tea and cocoa.
- Make members aware of issues that affect human dignity such as human trafficking and sweat shop labour.
- Encourage interaction with immigrants and refugees, championing their rights.
- Encourage the participation of sub-chairs so all categories will be well covered.

Education and Health Chairperson

Refer to Article Part XII, Section 1 (5), *Constitution & Bylaws; Ontario Provincial Council Manual of Policy and Procedure; and Ontario Provincial Council Guidelines and Ontario Provincial Convention Guide*

Responsibilities

- Receive materials from:
 - ICE – Institute for Catholic Education
 - OCSTA – Ontario Catholic School Trustees Association
 - OECTA – Ontario English Catholic Teachers Association
 - OAPCE – Ontario Association of Parents in Catholic Education
 - LLO – Laubach Literacy Ontario
 - Diocesan Pastoral Centres
 - CCBI - Canadian Catholic Bioethics Institute
 - CHAC – Catholic Health Alliance of Canada
 - CHAO – Catholic Health Association of Ontario
 - HAO – Hospice Association of Ontario
- Be in contact with and encourage communications with:
 - Catholic school boards
 - Catholic school community councils
 - parent teachers associations
 - religious consultants
 - family life consultants
 - Holy Childhood representatives etc.
- Promote and encourage members to participate in curriculum development, parent advisory councils, etc.
- Promote and encourage support for:
 - CWL National Bursary Fund
 - Coady International Institute
- Encourage the participation of sub-chairs so all categories will be well covered.

Communications Chairperson

Refer to Article Part XII, Section 1 (6), *Constitution & Bylaws; Ontario Provincial Council Manual of Policy and Procedure; and Ontario Provincial Council Guidelines and Ontario Provincial Convention Guide*

Responsibilities

Timeline and Budget

- At the beginning of the term arrange to meet with the president and review the existing timelines and budget for ads and website updates. Prepare a timeline and budget for your term based upon the discussions with the president. After approval, provide appropriate information to treasurer, diocesan counterparts and final copy for president.
- Once approved by the president, provide the treasurer with this info for inclusion in provincial budget as "Media."

Provincial Website

- At the beginning of the term send a directive to all members of the provincial executive indicating the procedure for submitting directives/newsletter articles for placement on the website.
- Ensure all submissions have been approved by the president prior to posting.
- After elections and with the submission of the new chairperson's first directive delete the previous chairperson's directives.
- Review website and retain other items as decided in consultation with the president.
- Review the website on a regular basis to ensure that items are consistent with current League policy.
- Keep the website up to date, making deletions/additions as appropriate.
- Liaise with the website administrator as appropriate.
- Add the following in PDF format:
 - Annual Report Book
 - Policy & Procedure
 - Guidelines
 - Convention Guide

ON Line Newsletter

- Prepare monthly online newsletters.
- Arrange for an editing committee composed of the president elect, past president and the communications chair to review the draft newsletters prior to sending it to the president for approval.
- Encourage members to subscribe to the monthly online newsletter.
- Maintain a list of online newsletter email recipients.
- Submit final online newsletter approved by the provincial president for posting on the website.

The Canadian League Magazine

- Be prepared to send in news from the province, for any of the issues, if needed.
- Provide counterparts with the up to date procedure for submitting, as each national chairperson sets the format.

Media Evaluation

- Promote positive programming, Internet links and literature by making calls and writing letters of affirmation.

Pornography

- Promote activities that discourage the manufacture and distribution of pornography.
- Promote and use anti-pornography strategies. Promote awareness of the damages of pornography use and manufacturing.

Press Releases

- Prepare press releases.
- Upon approval of the provincial president, place press releases on letterhead and send to *The Catholic Register*, the provincial executive and the diocesan and national counterparts. Have this item posted on the website.
- Send a copy of all press releases to the diocesan communications chairpersons requesting that they contact their local papers and the diocesan paper/newsletter for insertion.

Archival Materials

- Arrange for a group photo of the provincial executive once each year. Send labelled copies to the historian (at fall meeting)
- Keep the communication file of newspaper clippings, and photos up to date.
- Send a copy of all newspaper clippings and other pertinent photos to the historian for the archives.

Convention

- Contact the publicity convener for the host convention committee to explain her responsibilities.
- Make use of a local committee to put together drafts, for your use, to ensure the press release for the convention is timely.
- Prepare press release prior to the provincial convention in consultation with the provincial president and the diocesan publicity convener, for the convention.
- Distribute press releases to the local media at convention location, and to diocesan communication chairpersons. Post these items on the Ontario website one month prior to convention.

- Prepare a press kit containing information on speakers, programs and important business of the convention. Send to the president for her approval. Once approved, make five copies to be given to any media persons providing coverage. Send kits to the convention publicity convener with directions for distribution, etc.
- Arrange with the host publicity convener for photographs, in digital format, to be taken during the convention. These should include:
 - installation/reaffirmation ceremony
 - speakers
 - head tables
 - display areas
 - special guests or activities.
- Meet with the host publicity convener when you arrive at the convention to go over local coverage.
- In consultation with the president, prepare a press release immediately following the convention. Fax or e-mail a copy to *The Catholic Register*. Forward it to the diocesan communications chairpersons within two weeks of the convention and post this on the OPC website.

Encourage the participation of sub-chairs so all categories will be well covered.

Resolutions Chairperson

Refer to Article Part XII, Section 1 (7), *Constitution & Bylaws; Ontario Provincial Council Manual of Policy and Procedure; and Ontario Provincial Council Guidelines and Ontario Provincial Convention Guide*

Responsibilities

- Check the file from the previous chairperson. File should contain:
 - national resolutions resource file which contains all active resolutions since 1975
 - provincial resolutions resource file which contains all active provincial resolutions for the past five years
 - official correspondence including memos or directives from the resolutions chairpersons at other levels, press releases, government letters
 - recent briefs listed by topic, date, to whom and by whom presented
 - resource information on current and potential resolutions
- List of resource people to assist the dioceses.
- Read *Hansard* as the official report of the proceedings of the Ontario Legislature and the federal House of Commons. These are available on the web or at the local public library.
- When preparing directives, confirm the deadline dates:
 - resolution topics by December 15
 - one copy of the resolution, brief, resource list and action plan by March 15
 - immediately following the diocesan convention, at which the resolution is approved, checklist, three copies of the final resolution in binders, brief, resource list, complete resources and action plan; and send the final resolution, brief, resource list and action plan by email (not in pdf).
- **Do not put pages into protective sheets.**
- Chair the following resolutions committees:
 - reading – review resolutions prior to the meeting of the resolutions review committee
 - review – study resolutions and back-up materials
 - archive- to co-ordinate archiving of completed, outdated or irrelevant resolutions (once every four years)
 - government visitation committee – to make arrangements and provide resources, as required

Resolutions Review Committee Meetings

- The meeting shall be held immediately following the last diocesan convention.
- Immediately after the winter executive meeting, in consultation with the president, arrange for the treasurer to make hotel arrangements.
- Notify other members, of the committee, about the arrangements.
- Appoint a secretary for the committee.
- Arrange for the printing of copies of the resolutions and briefs for the committee members, in advance of the meetings.
- Prepare prayer services for the opening and closing of each session.

- Act as chair of the committee, setting the agenda, chairing the meetings, arranging for meals.
- Invite the General Secretary of the ACBO to attend the final session.

Resolutions Archiving Committee

- In consultation with the president, appoint committee members to determine which resolutions may be archived.
- Consult standing committee chairs under whose committee the resolutions fall.
- Prepare and lead an archiving ceremony at convention; this is done every four years (last done in 2015)

Government Visitation Committee

- In consultation with the president, make arrangements for appointments with government (requires two to three months advance preparation).
- Arrange to meet with government ministers or opposition critics based on resolutions from recent years.
- To arrange an appointment with a government minister, it is advisable to go through your own MPP's office.
- A formal request is made by letter and followed up with emails and phone calls.
- Prepare a booklet which includes: a cover page listing the recent provincial resolutions, followed by the resolutions, briefs, resource lists and action plans; do the same with national resolutions; add another section if discussing resolutions from previous years.
- Forward a copy of the booklets and an outline of the topics to be discussed, to each government official being visited, so that the package is received several days in advance of the meetings. A copy should also be forwarded to the Premier and leaders of the opposition parties.
- Notify the MPP of the names of the government visiting committee, their position on council and their hometown. Request an invitation to question period.
- Copies should also be sent to the committee members.
- Make hotel arrangements for the delegation members attending the meetings.
- Co-ordinate discussion points and distribution of tasks for each committee member.
- Ensure that photographs are taken at each meeting.
- Write a brief report and send pictures to the communications chair, for posting on the website.
- Compile the notes, taken by the committee members, into a report of the government visit; once approved by the president, send copies to the diocesan resolutions chairs and the communications chair for posting on the website.

Bi-Annual Government Reception

- In consultation with the president, set a date for the government reception.
- Form a committee to assist with preparations and hostess duties.
- The reception must be sponsored in writing by an MPP.

Provincial Convention

- Write report for convention, as directed by the president.
- Prepare, as requested by the president, for pre and post-convention meetings.
- Contact the president to determine the number of attendees at convention.
- Arrange for the printing of booklets for each convention delegate, comprised of a title page and each of the resolutions and briefs.
- The president chairs the presentation of resolutions at convention and the resolutions chair is at a second microphone. Prepare a script for the president.
- Organize the resolution dialogue program (see below).
- Following the resolutions dialogue, meet with members of the resolutions reading and review committees to discuss the proposed revisions.
- Contact members who proposed revisions, to discuss how the changes are to be made.
- Prepare the resolutions with housekeeping, to be displayed during presentation of resolutions to the general assembly.
- Immediately following the convention, send approved resolutions to the national resolutions committee. Including:
 - resolution (as approved at this convention)
 - brief
 - resource list
 - action plan
 - binder of resource material
 - letter signed by president and secretary stating the resolution was approved
- Email to national the following: the resolution, brief, resource list and action plan

Resolutions Dialogue

- Prayer service is prepared by legislation chair.
- Prepare agenda and possibly a short presentation (depending on the number of resolutions).
- Contact diocesan resolutions chairs, legislations chairs and life members to act as facilitators, at each table (about 25).
- Prepare an information folder for facilitators with the resolutions, a single page motion form to use for drafting and suggestions; and NCR motion forms for the final motion.
- Bring copies of backup materials to use as reference.
- Bring extra NCR motion forms to use for any revisions.
- Discuss any revisions with the members proposing revisions in-person and record contact information on the NCR motion forms before they leave the assembly.

National Convention

- Plan to attend the national convention, as per policy, and be prepared to speak to Ontario's resolutions.
- The provincial president will move the motion to introduce the resolution, the provincial resolutions chair seconds the motion and speaks to the resolution (three minutes).

Assembly of Catholic Bishops of Ontario Executive Meeting

- The resolutions chair prepares a brief, for use by the president and president-elect, when attending the ACBO in early September.
- Immediately following the national convention prepare a brief including: a cover page, an introduction signed by the provincial president, a cover page listing the provincial resolutions, the resolutions, briefs, resource lists and action plans, a cover page listing the national resolutions, the resolutions, briefs, resource lists, action plans and any current national position papers.
- Send one copy to the provincial spiritual advisor, one to the provincial president, one to the provincial president-elect and six (6) copies to the office of the ACBO General Secretary, so that they are received 10 days prior to the meeting.

Timetable

September

- If government meetings are to be held in November, contact your MPP to arrange meetings with the provincial government.
- Make direct contact with opposition party members (If meetings are to be done in spring, do this in January).
- Select resolutions reading committee members.

November

- If government meetings are taking place follow directions previously listed.

December

- Following December 15, forward the list of topics to all diocesan resolutions chairpersons, provincial executive, resolutions reading committee members and national resolutions chair.

January

- Begin making arrangements for government meetings, if they are to be held in the spring
- See *the government meetings*.

February

- In consultation with the president, set the dates for the Resolution Review Committee Meetings.

- Contact the ACBO General Secretary to invite him to attend the Resolutions Review Committee Meeting.
- Request that the president instruct the treasurer to make necessary hotel arrangements.

February/March

- Dialogue with the dioceses submitting resolutions, as needed.

April

- Circulate the resolutions to the Resolutions Reading Committee members, for review.

April/May

- If government meetings are taking place, follow directions previously listed.

June

- See *Resolutions Review Committee Meeting*.
- See *Resolution Dialogue*.
- Write report for provincial convention.
- Organize files for end of term.
- Put resolutions directives and other information on memory stick for end of term.

July

- See *Provincial Convention*.
- See *Resolutions Dialogue*.
- Following the provincial convention, you may receive a request from national, for additional information regarding resolutions. Work with the diocesan committee to fulfill the requirements.
- Prepare the three-minute defence of the resolution, for the national convention.

August

- See the *National Convention*.
- See *Ontario Bishops' Executive Meeting*.

Legislation Chairperson

Refer to Article Part XII, Section 1 (8), *Constitution & Bylaws; Ontario Provincial Council Manual of Policy and Procedure*; and *Ontario Provincial Council Guidelines and Ontario Provincial Convention Guide*

Responsibilities

- Monitor provincial and federal government legislation.
- Work in close co-operation with the chairperson of resolutions at the provincial level.
- Read *Hansard* as the official report of the proceedings of the Ontario Legislature or the Federal House of Commons. This is available online or at a local public library.
- Communicate with your local MP and MPP on a regular basis to supply you with recent happenings in government.
- Obtain a list of provincial and federal cabinet ministers. Prepare a mailing list and send them out in a directive/newsletter.
- Study resolutions passed at the provincial level.
- Help facilitate the resolutions dialogue at convention.
- Determine which resolutions pertain to legislative matters.
- Establish a method to do necessary follow-up to resolutions briefs and position papers. Develop an action plan for diocesan legislation chairpersons to give to parish councils.
- Present an action plan to diocesan legislation chairs for parish councils to review current resolutions.
- Establish a sub-committee to do factual research for resolutions, briefs and position papers.
- Work with the appropriate chairperson depending on the topic of the resolution.
- Prepare and submit resolutions pertaining to legislation.
- Assist the resolutions chairperson in preparing the Resolutions Brief to government.
- Be a member of the resolutions review committee, resolutions government visitation committee and resolutions archive committee.
- Attend the bi-annual government reception, at the invitation of the president.
- Be prepared to write a brief on request of the president. After it has been submitted, give a copy to the historian for the archives. Date the copy and include all other pertinent information. Send brief as directed by president.

Encourage the participation of sub-chairs so all categories will be well covered.

Newsletter Editor

Refer to *Ontario Provincial Council Manual of Policy and Procedure*; and *Ontario Provincial Council Guidelines and Ontario Provincial Convention Guide*

The OPC Newsletter discontinued publication in Spring 2017

Life Member Liaison

The life member liaison, who is a sub-chairperson to the organization committee, shall be appointed by the provincial president.

Responsibilities

- Notify diocesan life member liaisons and provincial executive members of changes in contact information, illness, death, prayer requests, and special joys or achievements of life members or their families.
- Work with the national life member liaison.
- Maintain the electronic list of provincial life members with contact information which includes diocese, status, address, phone number and email address.
- Provide an electronic copy of the updated list to the administrative assistant in July. Ensure that information updates are shared, so both copies are always current.
- Notify the national liaison of changes to the status, etc., of life members in Ontario.
- Request each diocesan life member liaison to advise immediately regarding address changes, status, etc., of the life members in her diocese. Forward these changes to the provincial administrative assistant, president and treasurer immediately.
- Maintain the life member binders. Contact new life members to request their stories and photos for this book.
- Forward recommendations of life members to the provincial organization chairperson and the national life member liaison.
- Prepare updated list for the life and honorary life members who attend the honorary and life member luncheon at provincial convention.
- Chair the life member luncheon at provincial convention. Prepare the agenda, the display of life member binders, the memorial prayer service for recently deceased life members and provide table favours.
- Request through the provincial organization chair that each diocesan organization chairperson forward the name of the life member liaison to the provincial life member liaison.
- Prepare and submit a written report of your works and the diocesan life member liaisons for the provincial annual report book by the deadline date.
- Attend the annual provincial convention. Prepare and present an oral report for the LM luncheon.

- Send cards or emails to all life members including out of province as appropriate.
- Submit expenses for payment for each calendar year, prior to December 15, to the provincial treasurer.
- Provide an up to date life member list to:
 - the administrative assistant
 - the treasurer

Privacy Officer

*Ontario Provincial Manual of Policy & Procedure,
Section 1.6, A1.6.2-01 to A1.6.2-08*

The privacy officer shall be an executive member appointed by the provincial president for a renewable two-year term.

RESPONSIBILITIES

- Ensure privacy policies are monitored and updated regularly.
- Implement the privacy policy and monitor compliance.
- Clarify policy and practice.
- Contact provincial executive when their actions have breached the privacy policy and advise them of correct procedures.
- Ensure that the privacy policy is documented, readily available to members and relevant third parties and accessible on the council's website.
- Address all privacy related complaints and disputes once notified in writing and take the following action:
 - Inform the member, third party to cease using the information.
 - Request the member, third party, retrieve any personal information circulated and take any appropriate remedial action to mitigate any harm to members whose personal information has been exposed.
 - Advise the president of the actions taken and recommend any other corrective actions necessary to prevent this from recurring.
- Be familiar with the current privacy policy as it appears in the *Ontario Provincial Council Manual of Policy and Procedure*, Section 1.6 and A1.6.2-01 to A1.6.2-08.
- Propose changes to privacy policy as appropriate.
- Monitor directives, website newsletter, and other documents to ensure compliance with the privacy policy of Ontario Provincial Council.
- Monitor changes in federal privacy legislation and ensure provincial policy is updated as required.

Screening Officer

Ontario Provincial Manual of Policy & Procedure,
Section 1.7, A1.7.2-01 to A1.7.2-02

The screening officer shall be a life member, who is not currently on the provincial executive, appointed by the president for a two-year renewable term.

Responsibilities

- Become familiar with the provincial screening policy as outlined in the *Ontario Provincial Council Manual of Policy & Procedure, section 1.7, A1.7.2-01 to A1.7.2-02.*
- Screen potential candidates for the high trust positions of president, president-elect, recording secretary, treasurer and incoming screening officer on receipt of their screening forms.
- Contact the references provided for an interview and record notes on the interview.
- Review the police records check provided.
- Generate a list of the candidates who passed the screening and provide to the nomination and elections chairperson by the deadline date. A copy of this list will be kept in the screening binder.
- Establish a screening binder that will include a file for each member being screened. Each file will include the following documents:
 - Screening Information Form (See Appendix A1.7.2-01 to A1.7.2-02)
 - Police Records Check
 - Notes on interviews with references
- Keep the screening binder under lock and key.
- Keep screening records for five years. Once the member is no longer eligible for election, destroy the file.

Administration Committee

Refer to *Ontario Provincial Manual of Policy & Procedure, Section 1.10.1*

Committee Members:

This committee consists of:

President (chairperson)	
President-elect	Recording secretary
First Vice President	Treasurer
Second vice president	
Immediate past president	
Spiritual Advisor (<i>ex-officio</i>)	

Responsibilities

- Meet immediately prior to the fall and winter provincial executive meetings and annual provincial convention.
- Monitor investment activity. Study financial statements and consider recommendations made by the auditors.
- Develop policies relating to financial management and budgeting; provide background information and recommendations to the provincial executive for their decision.
- Engage in long term planning and project provincial council's financial position over a three to five-year term.
- Recommend a budget for the following year and a three-year projection at the fall provincial executive meeting.
- Recommend an external accounting firm to be retained for the purpose of reviewing all accounts and investment activity and preparing an annual financial review and statement.
- Discuss administrative concerns of the Ontario provincial council including:
 - provincial council sponsored workshops,
 - special projects
 - fees/gifts for presenters at conventions and special events; see *2.6.7 and 4.1.4*
 - Discuss tentative changes to Policy & Procedure, Guidelines and Convention Guide when required by various administrative concerns
- Review on a yearly basis the following:
 - Insurance Coverage for Officers and Directors
- Review every 2 years the following:
 - 4.1.2 Convention Registration Fee
- At the fall executive meeting of the treasurer's second year, review guidelines for incidental expenses, and fees for per capita, convention registration, and annual report book, making appropriate recommendations to the executive.
- At the winter administration meeting, review the applications received by the president for the Bishop Bernard F. Pappin Memorial Bursary and recommend amounts and recipients. Announce recipients' names and bursary amounts at the February meeting.

AMENDMENT COMMITTEES

Refer to Ontario Provincial Manual of Policy & Procedure, Section 1.10.2.

POLICY, GUIDELINES, AND CONVENTION GUIDE REVIEW COMMITTEE

Committee Members

The president will appoint a committee chaired by the organization chairperson.

- Provincial president-elect - chairperson
- Past provincial president
- One or two former or current provincial officer(s)
- One or two former or current diocesan president(s)
- Provincial president – *ex officio*

Responsibilities

Review motions since the last policy review.
Review and propose changes to the *Provincial Manual of Policy and Procedure*, *Provincial Guidelines* and *Convention Guide* at least once every two years.

- Seek the input of all executive members and appointees re: changes.
- Seek the input of convention chairpersons and others as appropriate re: changes to the *Convention Guide*.
- Meet as required to review proposed changes.
- Reach a consensus on revisions to be presented to the executive for approval.
- Circulate the revised document to the executive at least 30 days prior to the vote.
- Be prepared to speak to the rationale for the proposed changes prior to acceptance.
- The chairperson shall update the electronic copy of revised *Provincial Guidelines*, and *Provincial Manual of Policy and Procedure*. She will send a copy to past president for her to keep electronically as well. She will distribute revisions to provincial executive, appointees and spiritual advisor.
- The chairperson shall update the electronic copy of revised *Provincial Convention Guide*. She will send a copy to past president for her to keep electronically as well. She will distribute the guide to provincial president, president-elect, recording secretary, administrative assistant, treasurer, past president, spiritual development chairperson, hosting diocesan president and convention chairperson.

CONSTITUTION AND BYLAWS REVIEW COMMITTEE

Refer to Article Part XIX, *Constitution & Bylaws*;
National Manual of Policy & Procedure,

Committee Members

When required this committee shall be composed of:

Immediate past provincial president — chairperson
Provincial president-elect and others as required
Provincial president-*ex officio*

ANNUAL REPORTS EDITING COMMITTEE

Refer to *Ontario Provincial Manual of Policy & Procedure*, Section 1.11.1

Committee Members

The organization chairperson shall select a committee to edit and proof-read the annual reports for the preparation of the annual report book.

Responsibilities

- Using the League Style Guide, review and edit all reports submitted, correcting grammar, combining like items, and removing excess wording, inconsistencies and duplications.
- Ensure that all materials reported are relevant to the position and do not belong in other reports.
- Ensure that diocesan presidents have reported on diocesan events and have not duplicated parish events which appear in committee reports.
- Once the review is completed, send suggestions for changes to the organization chairperson in a timely manner so that all changes can be incorporated before the final draft (April).
- Send the final draft to the president for approval.
- Review the final draft before it goes to print (June).

MINUTES REVIEW COMMITTEE

Refer to *Ontario Provincial Manual of Policy & Procedure*, Section 1.11.3

Committee Members:

For provincial executive meetings, the president, in consultation with the recording secretary, shall appoint three members from the provincial executive, with expertise in taking notes.

For the provincial convention, the president, in consultation with the recording secretary, shall appoint three or four members (usually diocesan presidents – elect) with expertise in taking notes.

Responsibilities

- The recording secretary shall chair this committee.
- The recording secretary shall ensure that a copy of the duties of the minutes review committee is available to members of these committees prior to their acceptance as committee members.
- Committee members will take careful notes during the meeting especially:
 - attendance (spelling of names)
 - location
 - date, starting and adjournment times
 - all motions (mover, seconder, carried or defeated or tabled); plus delegate status and diocese at convention
 - action items
 - the spirit of the discussion
- Minutes should be sent out to the president and committee for review within one month following the meeting; the secretary and review committee must ensure that sufficient time is given to review the minutes before distribution.
- If the minutes are not received within six weeks following the meeting, committee members shall gently remind the secretary that sufficient time is needed to review the minutes before distribution.
- Committee members shall verify that the draft minutes forwarded by the recording secretary are accurate before she forwards them to the executive for approval, requesting feedback within two weeks (14 days).

NOMINATIONS AND ELECTIONS COMMITTEE

Refer to *Ontario Provincial Manual of Policy & Procedure*, Section 1.10.3

Committee Members:

On or before the fall executive meeting, prior to an election year, the provincial president will appoint a committee of three with the past president as chairperson.

Immediate past provincial president – chairperson
Two committee members who are not eligible for office
Spiritual advisor – *ex officio*

At the convention the president, in consultation with the elections committee, chairperson will appoint a member who is not an eligible candidate for office to be the secretary and record the elections procedures during the convention.

Responsibilities

- The chairperson shall contact the committee members to familiarize them with the process.
- The chairperson shall write to the president-elect requesting confirmation of her willingness to assume the office of president.
- The chairperson shall keep the updated elections binder and ensure that the recording secretary updates the elections register and the eligibility list annually.

Steps to follow prior to convention:

1. Following the fall meeting, the chair prepares to mail the following to each member named on the eligibility list:
 - cover letter with detailed instructions and recommendations to review the descriptions of positions
 - discernment materials
 - eligibility list
 - screening information consent form and instructions to return the documents to the screening officer
2. In January of the election year, the chair prepares to mail to those on the eligibility list the required forms.
3. Eligible members must return by Xpresspost no later than February 15 or hand delivered at the winter executive meeting:
 - a passport photo
 - acceptance letter
 - resume form

4. When replies are received from eligible members, prepare the acceptance list, using only the names of those successfully screened for positions identified as high trust along with all names of those accepting to stand for all other positions.
5. Send the acceptance list and resumes to the diocesan presidents by April 1st along with a nomination form and letter of instructions. This confidential information must be sent by mail and/or email and refer diocesan presidents to the privacy policy table (P&P A1.6.2-08) for handling.
6. Following the due date for the receipt of all application forms the chairperson will:
 - Prepare the official nomination form (14 copies). Ensure that each copy bears the official seal.
 - Request the return of the completed nomination form as soon as possible following the diocesan election.
 - Write a letter of acknowledgement to those willing to accept nomination. Include a copy of the acceptance list.
7. Immediately following the return of the nomination forms:
 - Write a letter of acknowledgement to those willing to accept nomination. Include a copy of the acceptance list.
 - Immediately following the return of the nomination forms, prepare a list of the names of the candidates for each office.
 - Notify the candidates by letter of the offices for which they have been nominated. No information is provided regarding the number of nominations received.
 - Write a letter to any member who is not nominated advising her and thanking her for her willingness to serve.

At Convention

- Bring the sealed copy of all nomination forms for reference and access by each president for her own diocese only.
- Hold a meeting during the provincial convention with the committee members and the spiritual advisor to review the nomination forms, verify the numbers and plan the election. The president-elect may be invited to attend this meeting with the understanding that all information is to be held in strict confidence.
- The chairperson shall conduct the election during the convention.
- Committee members will count and record the ballots for each position.
- The results of all ballots will be announced by the president, who remains in the chair during elections.
- When there is only one candidate for a position, the president will ask the voting delegates for a motion to acclaim that person.
- Prepare and make a motion that all ballots be destroyed.

- Following the convention, write to any unsuccessful candidate advising her of this fact if she was not in attendance and expressing appreciation for her commitment.

RESOLUTIONS COMMITTEES

Refer to *Ontario Provincial Manual of Policy & Procedure*,
Section 1.10.4 and 1.11.2

RESOLUTIONS READING COMMITTEE

The resolutions chairperson selects the resolutions reading committee in September. They will review the resolutions prior to the meeting of the resolutions review committee.

RESOLUTIONS REVIEW COMMITTEE

Committee Members

- provincial resolutions chairperson — chairperson
- provincial president-elect
- provincial legislation chairperson
- immediate past provincial resolutions standing committee chairperson (if a member of the current executive)
- current provincial past president
- appointed resolutions secretary
- provincial president — *ex officio*
- provincial spiritual advisor or his designate from the ACBO — *ex officio*.

Responsibilities:

- Study resolutions and backup materials for all resolutions.
- Make suggestions for changes to resolutions.
- Participate in the review of resolutions at the resolutions meeting in late May or early June.
- Make recommendations about the disposition of resolutions.
- Assist with the resolutions dialogue at the convention.
- Assist with wording and investigating proposed amendments.
- Assist with the presentation of resolutions at the provincial convention.
- Ensure that all amendments have backup materials and assist with referencing.

RESOLUTIONS GOVERNMENT VISITATION COMMITTEE

Committee Members

- provincial resolutions chairperson - chairperson
- provincial president - *ex officio*
- provincial president-elect
- past provincial president
- provincial legislation chairperson

Responsibilities

The chairperson facilitates and coordinates annual visits with government officials and meets with the delegation prior to the government visit to plan strategy.

- Prepare materials/kits including Briefs, annual reports, etc., for committee and government offices being visited.
- Study relevant background materials.
- Be prepared to speak on assigned topics.
- Take notes during the meeting.
- Assist with the preparation of the follow up report.

RESOLUTIONS ARCHIVE COMMITTEE

Purpose

To provide resources necessary for the standing committee chairpersons to review and recommend for the archiving of resolutions relating to their standing committee.

Committee Members

- resolutions standing committee chairperson - chairperson
- past provincial president
- legislation standing committee chairperson
- life members (2) – past resolution/legislation chairpersons
- provincial president – *ex-officio*

Process

The committee will:

- list all active provincial resolutions by standing committee.
- review criteria listed below.
- distribute list of resolutions and criteria to standing committees for review and request feedback.
- establish timelines for feedback.
- prepare a report based on feedback from the standing committees.

- recommend resolutions to be retired to the provincial executive winter meeting.
- prepare the archiving ceremony for convention, if needed.
- send inactive file (including resolution, brief and source list) to the past president for the archives.

Criteria

The criteria for review of resolutions shall include: All courtesy resolutions.

- all courtesy resolutions.
- resolution topics or action steps addressed in a more current resolution.
- resolution topics or action steps addressed in a more current resolution. with a more current document reference.
- resolutions containing non specific rationale or action steps.
- resolutions referring to organizations no longer in existence.
- resolutions referring to specific dates or events which are now history.
- resolutions where the issue or focus has changed.

Review:

- Terms of Reference shall be reviewed at the end of the term.
- Activate committee once every four years (as per terms of reference), to review all active resolutions beginning August 2013.

Directives

A directive is a communication from a provincial officer to her counterpart at the diocesan level. Directives should be researched, prepared with optional input from sub-chairpersons and sent three or four times per year.

Each sub-heading should be addressed at least once, providing a balanced overview of the committee or officer's position.

Once approved by the provincial president, directives are sent with all enclosures to the diocesan counterparts (or diocesan president if no counterpart). These directives may be sent by email, if all the resources are in electronic form and if the diocesan chairperson agrees, or mailed if enclosures are not in electronic form or the chairpersons do not want or are not able to receive them electronically. The list of diocesan counterparts is sent only to the diocesan counterparts.

Directives and enclosures are emailed to provincial executive, national counterpart and committee sub-chairpersons. Enclosures which are not in electronic form, will not be mailed to other than diocesan counterparts and sub-chairpersons, unless specifically requested.

A directive should accomplish one or more of the following:

- Direct, motivate and guide the work of the diocesan officers.
- Provide information about provincial initiatives.
- Suggest ways to implement initiatives in dioceses and parishes.
- Pass on current information relating to the office using committee headings listed in the *Constitution & Bylaws*.
- Include information from national communiqués.

The first directive, sent following the provincial convention should include:

- A letter of introduction, outline of your goals and objectives for your term, oral report from convention and a copy of the annual report from the annual report book. Send a list of your diocesan counterparts only to those named on the list – see P & P privacy table A1.6.2-02 (e).

The second directive, sent after national convention but before the fall meeting, should include:

- A copy of national officer's oral report or website address to retrieve these from the national website, pertinent information from the national convention, an update and new instructions and initiatives, resolution action plans (national and provincial) relevant to the officer's position.

The third directive, sent after the fall meeting but before the winter meeting, should include:

- An update, new instructions or follow-up on previous directions, further directions, if any, to national materials from fall mail out.

The fourth directive should be sent as necessary.

Directives should not be more than one page, both sides, unless approved by the president.



Sample Directive

(theme logo is optional ►)

**Ontario Provincial Council of
The Catholic Women's League of Canada
Officer's Position
National Theme - Provincial Sub-theme**

Directive # ___ **Pages:** _____ **Date:** _____

To: Diocesan Counterpart's Position
From: Officer's Name, Ontario Provincial Council Position
cc: Provincial Officers, Diocesan Presidents, National Counterpart,
Sub-chairperson/Assistant

Scriptural quote or inspirational quote from Catholic source.
(Remember to list the author or source.)

Attachments/Enclosures: List the flyers, backup materials that are included.

Directive Message:

- Use the headings that are listed in the *Constitution & Bylaws*. Try to cover one or more sub-headings in each directive so that you have a balanced coverage of all topics at least once per year or term.
- Give information with facts to back it up. Always verify your sources. Double check spelling of names, phone numbers and contact information.
- Suggest ways for the officers to use the information that you sent to them.
- Be specific about any action that you would like them to take.
- Welcome each newly elected or appointed officer by name in your directive.
- Offer to send the directive by regular mail.
- Invite them to contact you if they need assistance.
 - Do not include personal contact information.

ANNUAL REPORTS AND REPORT BOOK

Annual Reports

The president-elect shall select a committee to edit and proof-read the annual reports for the preparation of the annual report book.

Distribution of Annual Report Books

Each person registered and attending the provincial convention will receive an annual report book. Additional copies may be purchased for \$5. Copies ordered on the ticket form and copies sold at convention shall be reconciled by the provincial treasurer and registration chair.

The administrative assistant will prepare letters to accompany report books distributed.

Copies shall be sent electronically, hard copies by request, to:

- all bishops of Ontario
- general secretary of the ACBO
- provincial presidents
- past Ontario presidents not in attendance at the convention
- national office, national president, national president-elect
- Ontario State Deputy of the Knights of Columbus
- Ontario honorary life members not in attendance at the convention

The president or resolutions chair keeps five (5) copies for sharing with the members of government. More may be needed depending on the number of resolutions and visits.

The administrative assistant in consultation with the provincial president determines the number of copies to be printed.

ONTARIO PROVINCIAL WEBSITE

Refer to *National Manual of Policy and Procedure; Ontario Provincial Council Guidelines*

The Ontario provincial website address is: www.cwl.on.ca

Incoming e-mail to the website is automatically forwarded to the president who will act or forward for action as required.

The communications chairperson is the only contact for the Web master and inquiries and submissions shall be made via the chairperson.

Information should relate to and benefit the entire province of Ontario.

All information is to be kept current and up-to-date.

Dates of upcoming events, both provincial and diocesan, may be posted and removed after event is over.

Content Guidelines

- current profile of Ontario provincial officers and spiritual advisor, and diocesan presidents
- president's message
- clear and concise information approved by the provincial president
- directives from all current provincial press releases
- report on provincial convention
- index of resolutions by number and title: resolutions and briefs until they become inactive, number and title only of inactive resolutions
- oral convention reports of provincial officers and diocesan presidents
- calendar of events
- upcoming Ontario provincial convention dates and locations
- diocesan convention dates and sites
- links to the websites of CWL National, diocesan and other provincial and parish councils
- provincial reference documents and newsletters
- *annual report book, Manual of Policy & Procedure, Guidelines and Convention Guide* in PDF format
- application forms for development fund, travel subsidy and conventions
- information on the Bishop Bernard F. Pappin Memorial Bursary
- a list of all conferences and events attended by the provincial council executive or representatives (these will be listed and the availability of a report identified; this report may then be requested using the website email; no reports will be posted).
- no personal information or opinions, or individual items
- prayer services that are not copyrighted

