



The Catholic Women's League of Canada Ontario Provincial Council



Date: June 21st, 2018

To: Diocesan Communication Chairpersons
From: Marie-Theresa Lamphier, OPC Communication Chairperson
Bcc: Ontario Provincial Officers, Diocesan Presidents, Archbishop O'Brien, National Communication Chairperson and Sub-Committee Chairs

Directive # 5

Greetings and welcome to all new Presidents and Communication Chairpersons!

On-Line Newsletter: As you probably know, the Provincial Communication chair submits an On-Line newsletter monthly except for July and August. I have attached the latest schedule that will take us to November of 2019. Below this schedule are some guidelines to assist you.

OPC Executive members are reminded to submit updates or reminders on a monthly basis. All are welcomed to submit book reviews, special prayers and favourite poems etc. When the OPC scheduled standing Committee Chair comes up, you are requested to write your personal witnessing or testimony as to how the CWL has affected you or how your position has impacted you during the course of your term. (On a positive note, of course!).

Diocesan Presidents in conjunction with their Communication Chairs should submit info from all their regions if applicable. – no more than two (2) pages at their scheduled time

Other items of importance can be submitted from the diocese, at other times, but please keep it to 100 words, with picture in jpg format.

If you do not already receive the newsletter, please subscribe now by clicking on the right hand side of the OPC webpage and complete your information. A link to the newsletter will come directly to your inbox.

Executive Profiles: For new Presidents please submit a short paragraph about yourself so that I can post it on our website. Please see Executive Profiles for examples. Please provide by the end of July 2018.

Web Wednesday: As has been tradition, Wednesday, is usually the day that we ask all members to check the websites at the Diocesan, Provincial, and National levels for any new information.

Facebook: Also you may want to follow the Ontario Provincial Facebook page for inspirational messages, prayers etc. We would ask you to please like and share to extend our reach.

As summer breaks forth may you all experience the warmth of the sunny skies and the freshness of the summer breeze.

Safe travels and hope to see you at convention!

Marie-Theresa

Schedule for Submissions	Diocese	Provincial Standing Committee
September 2018	Pembroke	Education & Health
October 2018	Timmins	Communication
November 2018	Sault Ste. Marie	Life Member Liaison
December 2018	Alexandria-Cornwall	Recording Secretary
January 2019	St. Catharines	Organization
February 2019	Thunder Bay	Historian
March 2019	Kingston	Resolutions
April 2019	Peterborough	Christian Family Life
May 2019	London	Treasurer
June 2019	Ottawa	Spiritual Development
September 2019	Hearst	Community Life
October 2019	Hamilton	Legislation
November 2019	Toronto	Administrative Assistant

- Each OPC Officer and Standing Committee Chair should submit on a monthly basis any current issues.
- News items should be submitted to the Communication Chair after approval from the Provincial President by the end of the month before publication and/or advise the Communication Chair that an article is forthcoming.
- Diocesan Presidents along with their Communication Chair are to submit names of those receiving volunteer awards (i.e. Mayor's Volunteer of the Year, Citizen of the Year, Life Member Award, Maple Leaf Awards etc.)
- Articles from the diocese should not be more than 2 pages and should reflect activities in all regions if possible
- Articles should be typed and not to exceed 100 words. Council title and location must be mentioned
- Only one photograph should accompany each article. Photographs should be cropped and sent in jpg format.