

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

**GUIDELINES**



*July 2024*

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

## **GUIDELINES**

The OPC Manual of Policy and Procedure include policies that may apply limitations to the actions described in these guidelines. Please be familiar with both documents.

### **1. OFFICER/DIOCESAN PRESIDENT SHARED GUIDELINE**

*Specific responsibilities, guidelines, timelines follow in Section 2 and Section 3 for Standing committee chairperson specifically.*

#### **1.1 STRATEGIC PLANNING**

Led by the provincial president, the strategic planning involves all individuals involved in the Ontario provincial council operations as per the current policy and guidelines.

- Complete the process by end of October each election year.
- Identify priorities and goals for the Ontario provincial council over its two-year term including necessary timelines and assignment of responsibility.
- Each officer consults with committee and/or team members under her responsibility to identify activities and strategies to support the Ontario provincial council priorities and goals.
- Contact the provincial president if you need clarification or additional information at any time.

#### **1.2 RESPONSIBILITIES**

- If an Ontario provincial council bank signing officer, sign the appropriate bank forms with other signing officers for banking purposes.
- Review all resource material in the file from previous diocesan president/officer and from the appropriate national handbook or the Guideline for Treasurers as pertinent to your position.
- Provincial officers send welcome letters to newly elected diocesan counterparts.
- Read and process all communication and materials received. Pass items along to appropriate officer(s) or chairperson(s).
- Consult with the president on any proposed action or project before it is initiated or discussed at a meeting.
- Keep files in good order.
- Mentor parish/diocesan counterpart as applicable.

- Perform other duties as designated by the president.
- Establish short-term goals for yourself and any assigned committees/teams to support the OPC work plan.
- Provide input for the budget as appropriate before year end, study the materials and be prepared to vote on the proposed budget and projections as prepared by the treasurer at the winter meeting.
- 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 provincial vice-president for implementation.
- Correspondence to national office from the provincial level must be sent from the provincial president.
- Submit expenses with required receipts by the end of each month. Use the expense claim form provided.
- Inform diocesan executive or committee and team members under your position of applicable, non-confidential business from Ontario provincial council meetings on a timely basis following each meeting.
- Submit profile electronically for website and newsletter by August 31 in year assuming position.

### **1.3 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
- other meetings when requested by the provincial president
- meetings which your position is required to Chair
- committee or team meetings when requested by the team leads

#### **1.3.1 Administration Committee**

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

#### **Committee Members**

president (chairperson)	vice-president
secretary	treasurer
immediate past president	standing chairs
spiritual advisor ( <i>ex officio</i> )	

##### **1.3.1.1 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 and make decisions or recommendations as appropriate.
  - Provincial council sponsored workshops, special projects.
  - Fees/gifts for presenters at conventions and special events; (*OPC Manual of Policy and Procedure* see 2.6.7 and 4.1.4)
  - Discuss tentative changes to policy & procedure, guidelines and convention guide when required by various administrative concerns.
  - In confidence, review and respond to requests for any accommodation to the OPC manual of policy and procedure, guidelines, or convention guide.
- Review on a yearly basis the insurance coverage for officers and directors.
- Review every 2 years sec 4.1.2 Convention Registration Fee in the *OPC Manual of Policy & Procedure*.
- 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.

#### **1.4 COMMUNICATION/INFORMATION SHARING**

The primary means for communication from the Ontario provincial council to members is the *ON-Line Newsletter*. (See 5.4.3.2 for content guideline)

There may be information that is directed specifically to your counterpart at the diocesan level. In this case, the information should be included in a Memorandum (See 6.1 for guideline) from the provincial council to diocesan councils. The president may approve a separate communication, called a Bulletin, when she deems a need for immediate action.

#### **1.4.1 On-line presence**

- All information shall be approved by the provincial president prior to posting.
- All submissions shall be made via the secretary who is the only contact with the communications lead.

#### **1.4.2 Letters**

- Provincial letterhead may only be used with approval of the provincial president.

#### **1.4.3 Communication with other levels of the League**

- There is a chain of communication, so that parish councils with a question for national, should pose this question to the diocesan secretary who, if unable to answer the question, will pass this up the chain. The highest-level answering will copy the answer to all levels involved.

### **1.5 REPORTS**

#### **1.5.1 Meetings**

- Prepare a written activity 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, including her own, to the administrative assistant two weeks prior to the meeting.
- Email a point form summary of the activity report to the secretary for the minutes at least five days before the meeting. The summary is not to exceed 15 typewritten lines; not sentences or bullets. A form will be provided.
- Prepare an oral report to provide any activity or information learned since your written report was submitted.

#### **1.5.2 Convention Business Sessions**

- Prepare an oral report based on direction from the provincial president.
- Email the report to the president and administrative assistant three weeks prior to the convention. Save the file for your records.
- Comply with the time allowed for oral reports.



- E-mail a point form summary of the report to the secretary for the minutes five days before the convention. The summary is not to exceed 15 type-written lines; not sentences or bullets. A form will be provided.
- If it was changed when provided at convention, email your revised oral report to the secretary within two weeks after the convention.
- Review the annual report editing committee responsibilities and consider the recommended **items for editing in the first 4 bullets** when preparing the report.
- Follow the directions given by the provincial vice-president for format, length, number of copies, and distribution.
- Compile reports submitted by the diocesan officers, using the headings listed in the Constitution & Bylaws and any other information as instructed by the vice-president.
- Report work performed as a provincial officer including the work of your predecessor if applicable, sub-chairpersons, and provincial projects related to your position/committee.
- If any recommendations, list a maximum of three at the end of the report.
- Send report to the vice-president by deadline provided.

## **1.6 CONVENTIONS**

### **1.6.1 Diocesan**

- An invitation is issued to the provincial president no later than the fall executive meeting to attend a diocesan convention or to send a representative from Ontario provincial council.
- Provincial president assigns an officer to each diocesan convention requesting provincial representation.
- Provincial council is responsible for all convention expenses for the provincial representative. This is 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 the provincial council and 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 if you would like anything else from her, well in advance of your convention, so that she may prepare.

- Confirm travel method, arrival, and departure times for the representative and provide this info to the member you assign to greet her and provide for her needs.

### **1.6.2 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. Costs for the accredited delegates are covered by diocesan council.
- Registration, meals, and credential forms for voting delegates (diocesan presidents) and provincial officers will be completed during the winter meeting and sent to the treasurer who will remit forms and payment to the host convention committee.
- Credential forms for the two accredited delegates shall be submitted by the diocesan secretary after signing at the diocesan convention by her and the diocesan president.
- Arrangements and payments for shared accommodations for the Ontario provincial council (except for the Spiritual Advisor who shall have his own room) shall be done by the provincial treasurer. A decision is made each year at the winter meeting as to the possibility of diocesan presidents sharing with someone from their diocese.
- Convention information and forms may be found on the provincial website.
- Voting cards for all delegates are to be picked up at the registration desk.
- Expense claim for travel costs and meals enroute may be submitted before, during or after the convention. An advance may be provided by the provincial treasurer when needed.

### **1.6.3 National**

- Each diocesan council may send two accredited delegates to the national convention. Credential cards are forwarded by the provincial president and must be submitted to national office after 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 representative may be submitted to the provincial treasurer.
- Provincial officers attending national as an authorized accredited provincial delegate or provincial representative must:
  - Arrange registration and credentials with the president, secretary, and treasurer.
  - Attend all sessions and sit in the designated area.

- Prepare and/or present report(s) as instructed by the president.
- Send copies of her report to the president by the date specified.

## **1.7 END OF TERM**

At the end of your term your provincial hard copy and/or electronic files shall be put in order and turned over to the incoming diocesan president or provincial officer in a timely manner. The provincial treasurer is expected to transfer files prior to September 7 to allow her to complete payment of expenditures from her term including conventions.

### **1.7.1 Notification to incoming officer of immediate responsibilities**

Notify the incoming officer of immediate needs and complete any tasks noted in your responsibilities before handing off your provincial file.

### **1.7.2 Provincial Officers**

Recall or ask for shredding of all materials from chairpersons/leads and committee members.

### **1.7.3 Prepare a memory stick**

On the root (visible as a file when you open the memory stick)

- an index of materials in MSWord format including a note that says the constitution & bylaws, provincial and national manuals and guidelines are available on the websites [www.cwl.on.ca](http://www.cwl.on.ca) and [www.cwl.ca](http://www.cwl.ca)
- a timeline of expectations in PDF updated based on your term

There should be folders from two other two-year terms. Confirm with the provincial past president the archives are complete then cull/delete the oldest two-year term folder. Add a new folder titled with the years of your term (e.g. 2022-2024).

- Create a folder inside the folder you just created titled communication and reports then save in that folder all communication sent to/from your position, materials, and reports for your two-year term
- Create another folder titled 'meeting minutes and motions' then save relevant documents in folders titled OPC Executive meetings and OPC Other committees or teams
- In a third folder, 'resource materials'
  - Include most up to date copy of resource materials using folders with the resource title to group resources with multiple files

## **2 SPECIFIC POSITION GUIDELINES**

### **2.1 PRESIDENT**

#### **2.1.1 Responsibilities**

##### **Upon Taking Office**

- Assign committee and other appointments as per sections 1.10 and 1.11 *OPC Manual of Policy and Procedure*.
- Arrange with the administrative assistant to have the official stationery available.
- 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 members 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 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 social justice chairperson to arrange a meeting for the resolutions provincial government visitation delegation to present the current resolutions package and position papers, and to meet with the appropriate provincial government ministries and members of the opposition parties.

- Arrange a meeting for you and the vice-president with the Assembly of Catholic Bishops of Ontario (ACBO) to present the current resolutions package and position papers 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. If you authorize the request, send it to the vice-president and treasurer for their action and send a response to the applicant.
- Review all requests for facilitators for workshops or development days and then forward them to the vice-president 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 office; provide written response to council submitting.
- If deemed complete and approved by motion of the OPC executive, sign life membership applications submitted by diocesan councils in Ontario and send to national before the deadline. Notify the sponsoring council of status of application (i.e., denied or approved).
- 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 vice-president so that she can then send out proper provincial responses.
- Approve all promotional material and communication for the Bishop Bernard F. Pappin Memorial Bursary provided by the Social Media Team.

## **2.1.2 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 from the other officers with consideration first to the 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 convention. Send with registration forms and information to coincide with the distribution of the spring newsletter.
  - Invite speakers, panelists, etc., for the convention programs. Confirm two weeks prior to the convention.
  - Invite the past provincial presidents to attend the convention. Send with registration forms and information to include expenses covered by the provincial council.

- 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 and items as requested, by August 31. If not received, follow up as necessary. Review and keep one binder or memory stick. Present another copy plus the Provincial Convention Responsibility Chart to the hosting council at the October meeting.
- Present The Provincial Convention/AMM 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 vice-president should view and approve the convention site before any contract is signed.

### **National**

- Send signed credential cards to national office and have attendees complete registration, and the treasurer to register the spiritual advisor, immediately after the post-convention meeting.
- Prepare activity report using the provided format.
- 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. Save a copy to the president memory stick and print a copy to read. Email one to national office and provincial communications chair for inclusion in the ON-Line Newsletter.

### **2.1.3 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 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 vice-president'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 September 30.

### **2.1.3.1 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.
- Write to the vice-president requesting confirmation of her willingness to assume the office of president.
- Keep the updated elections binder and ensure that the 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. By January 5, the chair mails/emails the required forms to those on the eligibility list.



3. Eligible members must return by Xpress-post 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. Refer diocesan presidents to the privacy policy table (P&P A1.6.2-08) for handling. Highlight that information is confidential and only for the use of diocesan officers and parish presidents to review and to nominate.
6. Following the due date for the receipt of all application forms the chairperson will:
  - Write a letter of acknowledgement to those willing to accept nomination. Include a copy of the acceptance list.
  - 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.
7. 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 inform those nominated and include a copy of the acceptance list.
  - 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, after sessions, with the committee members and the spiritual advisor to review the nomination forms, verify the numbers and plan the election. The vice-president and parliamentarian 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.
- Election 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.

**After convention**

- 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.

## **2.2 SPIRITUAL ADVISOR**

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

### **2.2.1 Responsibilities**

#### **Upon Taking Office**

- Meet with the president and faith 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 faith chairperson with plans.
- Familiarize yourself with your role by reading the *Handbook for Spiritual Advisors*, the *Ceremonies Handbook* 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 faith chairperson will provide a copy of the service and the necessary materials to conduct the service.
- Attend all regular meetings of the provincial council executive. Notification is always given well in advance. If unable to attend, inform the president.
- Celebrate the Eucharist at some time during the meeting. The faith chairperson 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 faith chairperson.
- In conjunction with the faith chairperson 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* member 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. All expenses are paid as per provincial policy for all meetings, and 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.
- A Mass shall be offered once a month for the intentions of members of the provincial executive and a second monthly Mass for the intentions of all members in Ontario. The provincial faith chairperson makes the arrangements for these Masses.

### **2.2.2 Meetings**

Attendance required at:

- two provincial executive meetings - fall and winter
- pre-convention and post-convention meetings in July
- provincial convention
- other workshops or events as agreed with provincial president

## **2.3 PAST PRESIDENT**

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

### **2.3.1 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 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 OPC Manual of Policy and Procedure and OPC Guidelines by all provincial executive members.
- Keep an electronic copy of OPC Manual of Policy and Procedure, OPC Guidelines and Provincial Convention/AMM 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.

### **2.3.2 Archives**

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

## **2.4 VICE-PRESIDENT**

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

### **2.4.1 Responsibilities**

- Recommend members to the provincial president for appointment to the Membership Team; and OPC policy, guidelines, and guide review committee.
- Promote recruitment of members, membership development and leadership training opportunities in collaboration with the membership team.
- Act as Chair of the OPC policy, guidelines, and guide review committee and membership team.
- Encourage the formation of Catholic Girls' Leagues and college/university councils.
- 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, including resolutions and administration.
- Chair the membership team to focus on member recruitment, development, and retention.
- Chair policy, guidelines, and guide review committee.
  - Recommend to the OPC Executive revisions to the electronic copy of OPC Policy and Procedure Manual, OPC Guidelines, and Provincial Convention/AMM Guide.
  - Send updated file to provincial past president for her to keep electronically.
  - Have any revised PDF file posted to the OPC website immediately following its approval by the OPC Executive.
- 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.
- Promptly read all correspondence received and respond as required.
- Be available to vice-presidents at all levels.

- Encourage the provincial executive to study the various handbooks related to their position, Leading the League, and other national resources.
- In collaboration with the Membership Team, 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 annually to encourage and prepare members to accept leadership roles.
- Arrange provincial dinner(s) at national convention.

## **2.5 TREASURER**

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

### **2.5.1 Responsibilities**

- A detailed list of duties and copies of all forms will be found in the treasurer's file and Guidelines for Treasurers available from the national website.
- The treasurer manages the funds for provincial council, working with the president, secretary, and the administration committee.
- Deposit and invest income for the provincial council.
- 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 vice-president informed of current year's membership in comparison to recent years.
- 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 vice-president to be included in the annual report book.
- By June 1, forward a copy of the reviewed financial statement 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 both 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 (See as per 2.8.2 *OPC Manual of Policy and Procedure*)



- Process all memberships in other organization (see 2.8.2 *OPC Manual of 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 vice-president by December 15th. Specify provincial and national voluntary funds.

### **2.5.2 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.
- Arrange hotel contracts for incoming executive.
- Turn all files over to the new treasurer by a mutually agreed upon date (no later than September 7).

## **2.6 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 *Provincial Convention/AMM Guide*

### **2.6.1 Responsibilities**

- Keep the official seal.
- Select members for the social media team (sec 5.3) in consultation with the president and chair its meetings.
- Receive communication from national and diocesan levels then, based on direction from the president, distribute to the appropriate officer, diocesan president, and/or team leads.
- Receive all communication for posting to social meeting, including the On-Line newsletter, for approval prior to submission to the provincial president for her review.
- Establish minutes review committees for executive meetings in consultation with the provincial president.
- Draft accurate minutes of the business conducted at all meetings of the Ontario executive and provincial council.
- 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 OPC Manual of Policy & Procedures, OPC Guidelines, Provincial Convention/AMM 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).
- Prepare a first draft of the minutes and send to the minutes review committee and president for review within one month after the meeting.
- 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 a copy in your files.
- Distribute minutes at least 30 days prior to the next meeting to:
  - provincial officers
  - diocesan presidents
  - spiritual advisor
- Be a member of the administration committee.
- Take notes at the administration committee meeting to prepare the report for the executive meeting which follows.
- Send to officers, diocesan presidents, and/or spiritual advisor, as applicable, 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, diocesan presidents, 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. Turn other minutes over to the past president 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)
- Update the election eligibility list with addresses and submit to the chair of elections committee (past president) in the fall, prior to an election year.

### **2.6.2 Provincial Convention**

Prior to convention:

- Publicity - Collaborate with the communications lead and appointed convention committee contact to prepare press release(s) and facilitate convention publicity (See 5.3.9)
- Establish minutes review committee.
- Registration
  - Work with the registration chair 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.

At convention:

- Confirm minutes review committee members are in attendance; and, if absent, consult with the provincial president to appoint a new member.
- Ensure that the five-part motion form for resolution amendments is distributed as follows:
  - secretary
  - mover
  - president
  - social justice chairperson
  - parliamentarian

After convention:

- Prepare draft minutes and motions from convention collaborating with the minutes editing committee.
- 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
- 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 at least two weeks prior to the winter meeting.
- Amend the minutes as approved by the Ontario provincial council at its fall meeting.

### **2.6.3 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 secretary with the minutes of the post-convention meeting.
- Put all files in order and turn over promptly to the new secretary.
- Provide training to incoming secretary.
- Provide any passwords related to the OPC website, Facebook, and/or other accounts/software utilized.

## **2.8 DIOCESAN PRESIDENT**

### **2.8.1 Responsibilities**

- Submit an updated contact list of diocesan officers by June 15 to the administrative assistant.
- Carbon copy (cc) the provincial president on all letters written to national. This guideline must be strictly followed.
- Send subsidy requests for the National Development Fund to the provincial president for authorization before sending to national.
- Send subsidy requests for the Provincial Development Fund to the provincial president for authorization. The provincial president will reply, and if approved, then forward the request to the provincial vice-president and treasurer for action.

### **3 STANDING COMMITTEE SPECIFIC GUIDELINES**

Refer to Article XI – Section 3 to 8, *Constitution & Bylaws*.

*Ontario Provincial Manual of Policy & Procedure, Ontario Provincial Council Guidelines and Provincial Convention/AMM Guide*

#### **3.1 SHARED FOCUS**

From the national Handbook for Chairperson of Faith, Service and Social Justice:

The three pillars of faith, service and social justice reflect the core values of the Catholic Women’s League through which members seek to live out the Mission Statement of being called to “grow in faith, and to witness to the love of God through ministry and service.” Therefore, all council interests and activities will be related in some way to one of these standing committees.

The strength of the League is that although it is a national organization, each provincial, diocesan and parish council is unique and is uniquely able to address the needs of its own members and community. Their interests and needs will reflect their local situation. Although all councils organize their work around the same three pillars, the activities they choose will therefore be unique to their circumstance.

##### **3.1.1 Responsibilities**

- In consultation with president, select committee/team members and/or leads as required. Consider members with interest or knowledge in the area concerned or specific task to be addressed, and prioritize members nominated for election who were not elected. Provide the chosen individuals with copies of pertinent information from your provincial file.
- Compile and distribute a list of diocesan counterparts to same. Do not distribute this information to any other group other than as needed for committee or team members.
- Ask team leads to send all material to be included in communications or the newsletter, only to you for review prior to forwarding to the provincial president for her authorization to post.
- 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.
- Give a copy of any presentations made to the president and vice-president for their files.
- Develop, promote, and distribute information and materials related to provincial/diocesan initiatives or activities to their diocesan/parish counterparts.

- Work together to make the provincial theme visible in the province/diocese while at the same time considering ways of facilitating the furtherance of any national focus.
- Determine if there are initiatives or activities in the province/diocese where a national focus might have an impact, and if so, how they could be tied together.
- Keep abreast of current provincial/diocesan topics that fall under their pillar.
- Educate and communicate with members at other levels about the topics.
- Initiate member action where a current issue contradicts the League's mission or where otherwise called for.
- Follow the resolutions process, initiate resolutions on relevant topics or advise the chairpersons at the appropriate levels of the concern (see Resolutions Handbook).
- Lobby provincial/local governments, or other organizations, as directed by resolutions.
- Advise chairpersons at other levels as required.

## **3.2 FAITH CHAIRPERSON**

Refer to Article Part XII – Section 7 and Article Part XIII – Section (1), *Constitution & Bylaws; Handbook for Chairpersons of Faith, Service and Social Justice* ([www.cwl.ca/manuals/](http://www.cwl.ca/manuals/)); *Ontario Provincial Council Manual of Policy and Procedure*; and *Ontario Provincial Council Guidelines and Provincial Convention/AMM Guide* ([www.cwl.on.ca/manuals-policies-guidelines/](http://www.cwl.on.ca/manuals-policies-guidelines/))

### **3.2.1 Responsibilities**

- Make recommendations to the provincial president for appointments to a faith committee to assist in your responsibilities and act as its chair.
- 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 arrange 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.
- 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 can provide direction and current information on Catholic teaching and information to assist Catholics in defending those 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 executive meetings and convention, if not virtual.
- Book of Life will be maintained by Keeper of the Book of Life.
- Forward prayer services to secretary for inclusion on OPC website if material is not subject to copyright.
- Copy all communication to the provincial spiritual advisor prior to distribution.

### **3.2.2 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 faith 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 Handbook.



- 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.

### **3.2.3 End of Term**

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

- *Handbook for Spiritual Advisors*
- *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 and stole  
(*OPC Manual of Policy & Procedure* sec 2.8.12)

### **3.3 SERVICE CHAIRPERSON**

Refer to Article Part XII – Section 7 and Article Part XIII – Section (2), *Constitution & Bylaws and Handbook for Chairpersons of Faith, Service and Social Justice* ([www.cwl.ca/manuals/](http://www.cwl.ca/manuals/)); *Ontario Provincial Council Manual of Policy and Procedure* and *Ontario Provincial Council Guidelines and Provincial Convention/AMM Guide* ([www.cwl.on.ca/manuals-policies-guidelines/](http://www.cwl.on.ca/manuals-policies-guidelines/))

#### **3.3.1 Responsibilities**

- Make recommendations to the provincial president for appointments to the education team and act as its chair.
- Provide suggestion for and encourage participation in opportunities for service.
- Research the various headings of this standing committee as per the national constitution & bylaws.
- Obtain and share current material.
- Have your name put on the mailing list for the Euthanasia Prevention Coalition.
- Share information with the national chairperson, to promote appropriate national action on current issues.
- Reports/materials for fall meeting to provincial president.
- Encourage the participation of sub-chairs so all categories will be well covered.
- Invite team members to research the topic and share current material in a concise fashion with the Service chair for appropriate and timely distribution.
- Share information with the national chairperson, to promote appropriate national action on current issues.
- Initiate study and action on resolutions pertaining to this standing committee and keep informed of all pertinent legislation.
- Development and Peace – Caritas Canada
  - Promote service action related to current campaigns.
- Promote service as required by Catholic social teaching (CST) which identifies areas that, as Catholics and citizens of the globe, members are called to action and accordingly are responsible to respect and to keep safe.
  - † Life and Dignity of the Human Person
  - † Rights and Responsibilities
  - † Dignity and Rights of Persons
  - † Call to Family, Community, and Participation
  - † Preferential Option for the Poor and Vulnerable
  - † The Dignity of Work and the Rights of Workers
  - † Care for God’s Creation

### **3.4 SOCIAL JUSTICE CHAIRPERSON**

Refer to Article Part XII – Section 7 and Article Part XIII – Section (3), *Constitution & Bylaws* and *Handbook for Chairpersons of Faith, Service and Social Justice* ([www.cwl.ca/manuals/](http://www.cwl.ca/manuals/)); *Ontario Provincial Council Manual of Policy and Procedure* and *Ontario Provincial Council Guidelines and Provincial Convention/AMM* ([www.cwl.on.ca/manuals-policies-guidelines/](http://www.cwl.on.ca/manuals-policies-guidelines/))

#### **3.4.1 Responsibilities**

- Review the previous chairperson’s files and ensure access to:
  - national resolutions resource file with active resolutions since 1975
  - provincial resolutions resource file with active provincial resolutions for the past 5 years
  - official correspondence from resolution 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 dioceses
- Promote the social justice award to diocesan counterparts, accept nominations from the provincial president and coordinate the review and recommend to the Administration Committee one candidate to receive the award each year. (See *OPC Manual of Policy and Procedure* sec 8.1)
- Development and Peace – Caritas Canada
  - 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 for members and councils.
- Promote Catholic social teaching (CST) which identifies areas that, as Catholics and citizens of the globe, members are called to action and accordingly are responsible to respect and to keep safe.
  - † Life and Dignity of the Human Person
  - † Rights and Responsibilities
  - † Dignity and Rights of Persons
  - † Call to Family, Community, and Participation
  - † Preferential Option for the Poor and Vulnerable
  - † The Dignity of Work and the Rights of Workers
  - † Solidarity
  - † Care for God’s Creation

From *cwl.ca 639-Tool Kit for Social Justice-2022* “more information” page 25

- Initiate study and action on resolutions pertaining to this standing committee and keep informed of all legislation on related issues.
- Write letters re: resolutions and current issues concerning this committee in accordance with *OPC Manual of Policy and Procedure* sec 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.
- To prepare and chair resolutions dialogue and presentation of resolutions during business sessions at the convention/AMM.

### **3.4.2 Conventions/Meetings**

#### **Provincial**

- April - Begin planning for the resolution dialogue program.
- End of May - Contact the president to determine number of attendees at convention.
- After resolutions review committee meeting end of May, arrange for the printing of resolution booklets for each convention delegate, comprised of a title page and each of the resolutions and briefs.
- Finalize the resolution dialogue program in collaboration with the social and economic justice team lead.
- Following the resolutions dialogue, meet with members of the resolutions reading and review committees, and resolutions secretary to discuss and organize the proposed revisions.
- After the meeting in bullet above, prepare the resolutions with housekeeping changes to be displayed during resolutions presentation to the general assembly and have the proposed amendments prepared for display as each is brought to the floor.
- Contact each of the movers of amendments and discuss how/if each amendment should come to the floor.
- Immediately following the convention, send approved resolutions to the national resolutions committee by courier, including:
  - resolution (as adopted at the convention)
  - brief with resource list
  - action plan
  - binder of all resource materials printed and highlighted for any quotes used in the brief
  - letter signed by president and secretary stating the resolution was adopted

- Email to national the resolution, brief, resource list and action plan.

### **Resolutions Dialogue**

- Prayer service prepared by social and economic justice lead.
- Prepare agenda and a short presentation (timing dependent on number of resolutions).
- Prepare an information folder for facilitators with resolutions, a single page motion form for drafting amendments, and NCR motion forms for the final motion.
- Contact diocesan social justice chairs, and life members to act as facilitators at each table (usually about 25).
- Bring copies of backup materials to use as a 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 dialogue.

### **National**

- 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 social justice chair seconds the motion and speaks to the resolution (three minutes).

### **Assembly of Catholic Bishops of Ontario (ACBO) Executive Meeting**

- The social justice chair works collaboratively with the social and economic justice lead to prepare a brief, for use by the president and vice-president, when attending the ACBO in early September.
- Brief includes: a cover page, an introduction signed by the provincial president, a cover page listing the provincial resolutions, the resolutions including brief, resource list and action plan, and any current national and/or provincial position papers.
- Send one copy to the provincial spiritual advisor, one to the provincial president, one to the provincial vice-president and six (6) copies to the office of the ACBO General Secretary so that they arrive 10 days prior to the meeting.

## **4 APPOINTED POSITIONS**

### **4.1 ADMINISTRATIVE ASSISTANT**

#### **4.1.1 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 and received.
- 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, and diocesan presidents
  - special mailings as required - report books, convention material to Ontario bishops, and 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
  - insurance company
- Prepare and submit an annual report to the vice-president, as required.
- Keep and update an electronic copy of a contact list for correspondence (physical and digital addresses) including life members, honorary life members, past provincial presidents, bishops of Ontario, provincial executive, national executive and office, and others that the president may deem appropriate.
- Review the contact list with the president to determine who shall receive Christmas cards. The president may choose to send electronic greetings.

#### **4.1.2 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 memory stick.
- 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.

#### **4.1.3 Correspondence Timeline**

As requested by the president:

##### **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 diocesan presidents
- correspondence report for winter meeting
- follow-up letters to the business meeting
- letter to Ontario bishops inviting them to the provincial convention

##### **March**

- annual report

##### **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

##### **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 (not in attendance at convention)

- national vice-president (not in attendance at convention)
- provincial presidents
- general secretary of the ACBO
- Development and Peace
- Institute of Catholic Education
- Ontario Catholic Trustees Association
- past Ontario presidents (not in attendance at convention)
- Ontario honorary life members (not in attendance at convention)
- Knights of Columbus
- letters of thanks to speakers, visitors who attended convention
- update of name plates as required

**September**

- letters of congratulations to newly elected national officers
- a letter of welcome to new provincial spiritual advisor
- letters of welcome to appointees and team leads
- the correspondence report for fall meeting
- name cards and folders for material distribution at the meeting

**October**

- follow up letters for business items brought to the executive meeting

**November-December**

- the correspondence list and directory
- Christmas greetings (See last two (2) bullets under responsibilities list)



## **4.2 LIFE MEMBER LIAISON**

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

### **4.2.1 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 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 president, vice-president, and 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 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 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.
- Collate the reports from the diocesan life member liaisons to reflect the work of all life members in Ontario and submit this report for the provincial annual report book by the deadline provided.
- 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:
  - president
  - vice-president
  - administrative assistant
  - treasurer

### **4.3 PRIVACY OFFICER**

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

The president shall appoint a privacy officer; either from members of the current executive or a life member with applicable experience.

#### **4.3.1 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 memorandums/bulletins, newsletter, OPC website, newsletter, and other documents to ensure compliance with the privacy policy of the Ontario provincial council.
- Monitor changes in federal privacy legislation and ensure provincial policy is updated as required.

## **4.4 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.

### **4.4.1 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, vice-president, 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 sheets.
- 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.

## **5 COMMITTEES/TEAMS**

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

### **5.1 AMENDMENT COMMITTEES**

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

#### **5.1.1 Constitution and Bylaws, National Manual of Policy and Procedure**

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

##### **Committee Members**

When required this committee shall be composed of:

- immediate past provincial president — chairperson
- provincial vice-president and others as required
- provincial president-*ex officio*

The president shall select a committee when a motion(s) is required to request amendment to the *Constitution & Bylaws* or *National Manual of Policy and Procedure*.

#### **5.1.2 Policy, Guidelines, and Convention Guide**

##### **Committee Members**

The president will appoint a committee.

- provincial vice-president - 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*

##### **5.1.2.1 Responsibilities**

- Review motions since the last policy review.
- Review and propose changes to the *OPC Provincial Manual of Policy and Procedure, Guidelines and Guide to Hosting Provincial Convention* 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 OPC Manual of Policy and Procedure, and Guidelines. She will send a copy to past president for her to keep electronically as well. She will ensure the files available on the OPC website are up to date.
- The chairperson shall update the electronic copy of OPC Guide to provincial Convention. She will send a copy to past president for her to keep. She will ensure the files available on the OPC website are up-to-date and send notice to diocesan presidents hosting upcoming provincial conventions to download a new copy for use.

### **5.1.3 Annual Reports Editing Committee**

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

#### **Committee Members**

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

#### **5.1.3.1 Responsibilities**

- Using the League Style Guide, review and edit all reports submitted, correcting grammar, combining like items, and removing excess wording, inconsistencies, and duplications.
- Reword as necessary so that all items are positive (e.g. 20% didn't becomes 80% did).
- Ensure that all materials reported are relevant to the position and do not belong in other reports and are reported only once.
- 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 vice-president in a timely manner so that all changes can be incorporated before the final draft (May) is forwarded to the president for approval and/or amendments.
- Send the final copy to print (June).

### **5.1.3.2 Distribution of Annual Report Books**

The annual report book will be available on the OPC website, minus the financials, one week prior to convention. A printed copy will be available on request on the convention registration form for \$5.

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 vice-president
- Ontario State Deputy of the Knights of Columbus
- Ontario honorary life members not in attendance at the convention

The president or social justice chairperson keeps several copies (5-10) for sharing with the members of government. More may be needed depending on the number of resolutions and visits planned.

The vice-president in consultation with the provincial president determines the number of copies to be printed.

### **5.1.3.3 Annual Reports Timeline**

#### **August-September**

- Set agenda and plan materials for the annual fall training of members eligible for election.

#### **November-December**

- Select an annual report editing committee.
- Remind the diocesan vice-presidents to encourage their parish council officers to fill in the online annual survey 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 national office).
- Send a copy to the diocesan presidents.
- Lead provincial training session for eligible members.

#### **January**

- 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.)
- 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 vice-presidents and forward to the provincial officers with instructions for completing and a reminder of the due date.
- Send a memo to the provincial president and provincial 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 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.
- Forward copies of the reports of provincial officers and diocesan presidents to the provincial president prior to March 15<sup>th</sup> so she can prepare her report to national prior to its March 31<sup>st</sup> deadline.
- 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**

- Check information for accuracy and duplication and ensure that it applies to the committee or office.
- Ensure that the reports of diocesan presidents, secretary, administrative assistant, treasurer, and life member liaison do not exceed one page, editing if necessary.
- Edit the reports of the officers and president for length and content, in accordance with the annual report writing directive.
- If applicable, ensure that names of sub-committee chairpersons are added under the chairperson's name.
- Have reports formatted, edited, and proofread.

## **May**

- Insert the president's and spiritual advisor's messages, normally one page in length; scan to JPEG to insert if necessary. Do not edit these reports.
- Have first draft of complete annual report proofread and make necessary amendments.
- Provide the president with the final version for her review and comments.



## **June**

- Establish the number of copies to be printed in consultation with the president, based on registration orders, extra for sale and distribution (usually 50-75).
- 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 distribution with other registration materials and the number of copies available for sale at the convention.
- Give copy to the past president for the archives.

## **July**

- Collect unused copies of annual report, at the end of the convention, for use during the year.
- Keep several copies for public relations purposes and give the remaining copies to the president / administrative assistant for distribution.
- Immediately following the provincial convention, send an electronic copy of the annual report book (no financial statements), to the communications chairperson in PDF format for posting to the website.

### **5.1.4 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 secretary, shall appoint three members from the provincial executive, with expertise in taking notes.

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

#### **5.1.4.1 Responsibilities**

- The secretary shall chair this committee.
- The 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 secretary are accurate before she forwards them to the executive for approval, requesting feedback within two weeks (14 days).

## **5.2 MEMBERSHIP TEAM**

Committee is chaired and selected by the vice-president, in consultation with the provincial president, to focus on engagement with members in Ontario. The size of the committee is determined by the vice-president but is to include at minimum 5 members of the League in Ontario each with:

- research and/or marketing experience
- at least one with knowledge of digital marketing tools (e.g. Facebook, WordPress, X, survey monkey)
- membership in different dioceses across the province

The objectives of this team are to:

- Ensure members feel a sense of belonging and value from their membership in the League.
- Provide opportunities to grow personal and leadership skills that apply to everyday life as well as leadership in the League both delivered on-line and in-person at the diocesan/parish level.
- Provide opportunities to experience working as part of a team to encourage increased confidence to step forward in the future.
- Develop tools to promote the League in Ontario so all women are aware of its life-long value to spiritual and personal growth.

### **5.2.1 Responsibilities**

- Review and become familiar with membership resources available from the national office and website ([www.cwl.ca](http://www.cwl.ca)).
- Develop tools to identify non-member needs and perceptions of the League.
- Develop tools to identify the needs of members and recommend the development of services to meet those needs.
- Develop a process to welcome new members in Ontario and provide them with an opportunity to connect at a provincial level to learn about the broader League, the resources available to them, and to meet their provincial and diocesan presidents.

### **5.3 EDUCATION TEAM**

This sub-committee is chaired and selected by the Service chairperson, in consultation with the provincial president, to focus on engagement with, and advocacy for, continued Catholic education in Ontario and education of members on matters specific to women's issues and opportunities for service in Ontario.

#### **5.3.1 Catholic Education in Ontario**

- 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
  - support for students in Catholic education
  - activities to create awareness of and support for Catholic education

#### **5.3.2 Women's Issues**

- Monitor issues affecting women's health and share suggestions for good health.
- Monitor barriers to equality for women, educate women about it, and make suggestions to promote change.
- Promote life-long learning for women and encourage support for:
  - CWL National Bursary Fund
  - Coady International Institute

- Catholic Women's Leadership Foundation

### **5.3.3 Service**

- a. Promote activities in service to members, the parish and the community
- b. Advocate for and support services that include but are not limited to homelessness, human trafficking, poverty, bullying and racism
- c. Educate members about charitable needs, especially mission assistance at home and abroad

### **5.3.4 Other**

- Promote and encourage support for issues related to this committee through the:
  - Study and action of existing resolutions
  - Research and study of potential for new resolutions

## **5.4 Social and Economic Justice Lead, Committees and Teams**

### **5.4.1 Social and Economic Justice Team Lead**

The social justice chairperson, in consultation with the president, shall appoint a member, with prior legislation and resolutions experience, as the Social and Economic Justice Team Lead who will act as chairperson for team meetings.

#### **5.4.1.1 Responsibilities**

- Chair meetings in the social justice chairperson's absence.
- Coordinate team member activities to fulfill the goals and activities agreed to in the team meetings.
- Act as liaison between the team and the social justice chairperson.
- Facilitate preparation of newsletter submissions and other communication related to the team's responsibilities.
- Support diocesan officers to facilitate the parish resolution process within these deadlines:
  - resolution topics from dioceses to provincial by December 15
  - initial draft resolution from dioceses to provincial by end of January
  - final draft from dioceses to provincial by March 15 (resolution, brief, resource list and action plan)
- Arrange resolution review committee meeting, in consultation with the social justice chairperson, president and treasurer, scheduled for Monday to Wednesday immediately following the last diocesan convention.
- Collaborate with the social justice chairperson to identify team members to have specific responsibility to:
  - Collaborate with the Social and Economic Justice Lead on current resolutions.
  - Read Hansard as the official report of the proceedings of the Ontario Legislature and the federal House of Commons and communicate update of interest to members.
  - Follow progress on outstanding resolutions and communicate same through newsletter articles.
  - Recommend to the social justice chairperson resolutions for archiving.

### **5.4.1.2 Resolutions and Government Visit Timeline**

#### **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 happen in spring, do this in January.)
- Select resolutions reading committee members.

#### **November**

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

#### **December**

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

#### **January**

- Begin arrangements for government meetings, if they are to be held in the spring.
- See Resolutions Government Visitation Team earlier in guidelines.

#### **February**

- In consultation with the president, set the dates for the Resolution Review Committee meeting. Contact the ACBO General Secretary to invite him to attend the final day.
- Request the president instruct the treasurer to make necessary hotel arrangements.

#### **February/March**

- Dialogue with the dioceses submitting resolutions as needed.

#### **April**

- Circulate the final resolution drafts to the Resolutions Reading Committee members for review.

#### **April/May**

- If government meetings are taking place, see Resolutions Government Visitation Team earlier in guidelines.
- See Provincial Convention earlier in guidelines.

#### **June**

- See 5.2.4 Resolutions Review Committee Meeting later in guidelines.
- See Resolutions Dialogue earlier in guidelines.
- Write report for convention.
- Organize files and put items on memory stick if end of term.
- 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 National Convention and ACBO Executive Meeting earlier in guidelines.

### **5.4.2 Social and Economic Justice Team**

The size of the sub-committee is determined by the social justice chairperson who appoints its members in consultation with the president.

Communication is primarily made through submission of monthly newsletter articles and recommended social media posts. If a particular issue requires immediate action by members, the president may approve issuing an immediate communication, a Bulletin, instead of waiting for the timing of the next newsletter.

#### **5.4.2.1 Topics of Study**

Dignity & Rights of Persons	Genetics
Social & Economic Justice	Resolutions, Briefs, Position Papers
Environment	Provincial Legislation

#### **5.4.2.2 Responsibilities**

The social and economic justice team works collaboratively to:

- Review social justice award nominations to recommend a winner to the administration committee (See 8.0 OPC Manual Policy & Procedure)
- Study active resolutions
- Study legislation related to active resolutions
- Study legislation with potential to impact social and economic justice
- Educate members on opportunities to challenge legislation determined to negatively impact on social and economic justice and to encourage MPPs to support legislation removing barriers to social and economic equality for all
- Analyze current resolutions considering current legislation and initiatives to determine whether to recommend any for archiving

### **5.4.3 Resolutions Reading Team**

Sub-committee is chaired and selected by the social justice chairperson in September in the first year of her term. It will review draft resolutions submitted by diocesan councils, between January and March, prior to presentation at diocesan conventions.



It is recommended this team be a mix of members, experienced and interested in gaining experience, from various dioceses. The size of the team is decided by the social justice chairperson.

#### **5.4.3.1 Responsibilities**

- Study resolutions and backup materials for all resolutions in development between January and March.
- Make suggestions for changes to strengthen resolutions.

#### **5.4.4 Resolutions Review Committee**

provincial social justice chairperson - chairperson  
provincial vice-president  
provincial past president  
social and economic justice team lead  
immediate past social justice chairperson  
(if part of current executive)  
provincial president – *ex officio*

#### **5.4.4.1 Responsibilities**

- 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.

#### **5.4.5 Resolutions Government Visitation Team**

provincial social justice chairperson – chairperson  
provincial vice-president  
provincial past president  
provincial president – *ex officio*  
spiritual advisor and/or his designate from the ACBO – *ex officio*

#### **5.4.5.1 Responsibilities**

- Review recent resolutions and those identified for presentation during government visits to prepare for discussion with the individuals visited.
- Review related current and proposed legislation impacting the issues addressed in the resolutions to be discussed.

- Take notes during the visit(s) to assist with preparation of a report after the visit and remind the group to take pictures of each.
- Assist the social and economic justice lead with contact with MPP from the political party in power if a sponsor is required.

#### **5.4.5.2 Arrangements**

The Social Justice Team Lead with direction from the social justice chairperson and the president shall:

- Arrange appointments with government ministers or opposition critics based on priority resolutions from recent years (requires two to three months advance preparation).
  - It is advisable to go through a MPP's office who is a member of the party in power, to arrange an appointment with a government minister. If your MPP is not, check with other provincial council members.
  - Prepare formal requests are made by letter and followed up with emails and phone calls to confirm dates and times.
- Prepare a booklet for each visit that includes a cover page listing the most recent provincial resolutions, followed by the resolutions, briefs, resource lists and action plans. Do the same in another section for national resolutions. Add another section if discussing resolutions from previous years.
- Send 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.
- Send the MPP sponsoring the visit to the legislature each of the names of the government visiting committee, their position on council, and their hometown.
- Request the sponsoring MPP arrange for the group to attend question period.
- Send copies of communication and information sent to MPPs also to the committee members.
- Notify the treasurer of hotel arrangements required 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 OPC 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 OPC website.
- Arrange the bi-annual government reception:
  - Consult with the president, to set a date.
  - Form a sub-committee to assist with preparations and hostess duties.
  - Notify treasurer of hotel arrangements that are required for provincial members attending the reception.
  - Arrange sponsorship of the reception in writing from a sitting Member of Provincial Parliament.
  - Request members across the province contact their MPPs and encourage them to attend the reception.
  - Prepare branding for a registration table with promotional material to distribute including a two-sided info sheet about the League.
  - Prepare a briefing for those participating on behalf of the OPC with key issues and messaging on each.
  - Take notes during the reception on significant conversations and take candid shots of attendees recording names and political party/ministry as applicable.
  - Assist with the preparation of the follow up report.

#### **5.4.6 Resolutions Archiving Sub-Committee**

provincial social justice chairperson – chairperson

provincial past president

social and economic justice team lead

life members – two (2)

(past resolution/legislation/social justice chairperson)

The Social Justice Chairperson:

- In consultation with the president, appoints two (2) life members to be part of the committee.
- Ask for input from chairpersons under whose committee the resolutions fall.
- Chair discussion leading to agreement on which resolutions are to be archived.

- Prepare and lead an archiving ceremony at convention; this is done every four years (last done in 2024).

#### **5.4.6.1 Responsibilities**

The resolutions archiving sub-committee provides resources to and assists the chairpersons to review and recommend for archiving resolutions related to each standing committee.

#### **5.4.6.2 PROCESS**

- List all active provincial resolutions by standing committee.
- Review criteria listed below.
- Distribute list of resolutions and criteria to standing committee chairpersons for review and request feedback.
- Establish timelines for feedback.
- Prepare a chart/report based on feedback from the standing committee chairpersons.
- Distribute chart/report to sub-committee members for their review and input.
- 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.

#### **5.4.6.3 Criteria**

The criteria for review of resolutions to identify those to be archived include:

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

#### **5.4.6.4 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.

#### **5.4.7 Positions Paper Team**

When required, committee is chaired and selected by provincial social justice chairperson in consultation with the president.

## **5.5 SOCIAL MEDIA TEAM**

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

Team is chaired by an appointed Communications Lead. Team member(s) are recommended to the provincial president by the provincial secretary in consultation with the appointed lead. The provincial secretary is included as a member.

The Communication Lead facilitates the team's activities to strengthen communication with members using the OPC website, publication of a monthly ON-Line Newsletter, Facebook posts, and paid advertisements. The committee also promotes the Bishop Bernard F. Pappin Memorial Bursary Fund and the Social Justice Award. All material must be reviewed for approval by the applicable provincial standing committee chairperson(s) and the provincial president.

### **5.5.1 Communications Lead**

- At the beginning of the term arrange to meet with the secretary and review the existing timelines and budget for ads and website updates.
- Prepare a draft timeline and budget for the term based upon the discussions with the social and economic justice committee, secretary, and standing committee chairs.
- After approval by secretary and president, provide final copy to treasurer, for inclusion in provincial budget as "Media."

#### **Convention**

- In collaboration with secretary, contact the publicity chairperson for the host provincial convention committee to explain her responsibilities.
- Make use of a local committee to put together drafts for consideration to ensure the press release for the convention is timely.
- Prepare final press release prior to the provincial convention in consultation with the provincial secretary and the diocesan publicity convener for the provincial convention.
- One month prior to the convention:
  - Distribute press releases to the local media at convention location, the Catholic Register, and diocesan secretaries for publication.
  - Post these items on the OPC website.

- Two weeks later make follow up calls to the local media as a reminder of the event and materials sent previously.
- 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 chairperson with directions for distribution.
- Arrange with the host publicity chairperson 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.
- If you plan to attend convention, meet with the host publicity chairperson when you arrive at the convention to go over local coverage or, if you will not be attending, remind the secretary to do this.
- 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 secretaries within two weeks of the convention and post this on the OPC website.

### **5.5.2 Ontario Provincial Council (OPC) Website**

The Ontario provincial council website address is: [www.cwl.on.ca](http://www.cwl.on.ca)

#### **5.5.2.1 Webmaster**

The secretary and communication lead, in consultation with the president, appoint an individual from the web, social media team to manage the OPC website under the direction of the secretary.

- At the beginning of the term send an email to provincial officers indicating the procedure for submitting directives/ newsletter articles, resources, or news items for placement on the OPC website. Include warning to be sure all images are not copyrighted and the schedule for when dioceses and officers will be highlighted.
- Ensure all submissions have been approved by the president prior to posting.

- After elections, review OPC website, and retain/delete items as decided in consultation with the president.
- Review the OPC website on a regular basis to ensure that items are consistent with current League policy.
- Keep the OPC website up to date, making deletions/additions as appropriate.
- Liaise with the provincial secretary as appropriate and be sure there is approved budget or one-time approval for any related cost.
- Add the following in PDF format:
  - Annual Report Book excluding financial report
  - Ontario Provincial Council of Policy & Procedure
  - Ontario Provincial Council Guidelines
  - Provincial Convention/AMM Guide

#### **5.5.2.2 Content Guideline**

- current profile of Ontario provincial officers and spiritual advisor, and diocesan presidents
- president's message
- clear and concise information approved by the provincial president
- all current Bulletins and 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
- blank 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 OPC website contact link; no reports will be posted)

- no personal information or opinions, or individual items
- prayer services that do not contain copyrighted materials

### **5.5.3 Facebook**

The Ontario provincial Facebook page is The Catholic Women's League of Canada Ontario Provincial Council.

The secretary and communication lead, in consultation with the president, appoint an individual from the social media team to manage Facebook under the direction of the secretary.

Information posted should be kept current and relate to and benefit the entire province of Ontario. Dates of upcoming events, both provincial and diocesan, may be posted and removed after the event is over.

#### **5.5.3.1 Content Guideline**

- president's message
- picture of provincial officers identified by name and position
- information should be clear and concise
- current provincial press releases
- upcoming Ontario provincial convention info package including dates and location
- photos and report of provincial convention
- provincial newsletters
- details for provincial workshops/webinars
- links to national CWL events workshop/webinars
- submissions from diocesan councils
- spiritual messages
- no personal information or opinions or individual items
- no copyrighted materials

### **5.5.4 ON-Line Newsletter**

- Monitor email for submissions to add to each issue  
[OPConlinenews@gmail.com](mailto:OPConlinenews@gmail.com)
- Arrange for an editing committee composed of the vice-president, past president and the secretary or designate to review the draft newsletters prior to sending it to the president for approval.
- Encourage members to subscribe to the monthly ON-Line Newsletter.
- Maintain a list of ON-Line Newsletter email recipients and send the monthly notification.

- Submit final ON-Line Newsletter provided by the secretary to the webmaster for posting on the website.

#### **5.5.4.1 Content Guideline**

- president's message
- submissions from standing committee chairpersons
- information should be clear and concise
- photos and report of OPC meetings and events
- details for workshops/webinars open to all members in Ontario
- links to national CWL events workshop/webinars
- submissions from diocesan councils
- spiritual messages/images input by editing committee
- no personal information or opinions or individual items
- no copyrighted materials

#### **5.5.5 The Canadian League Magazine**

- Be prepared to send in news from the province, for any of the issues, as appropriate.
- Publish in each monthly ON-Line Newsletter up-to-date procedure for submitting, as each national chairperson sets the format.

#### **5.5.6 Media Evaluation**

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

#### **5.5.7 Discourage 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.

#### **5.5.8 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 these items posted on the website.
- Send a copy of all press releases to the diocesan secretaries requesting that they contact their local papers and the diocesan

paper/newsletter for insertion and send an electronic copy to all executive members.

#### **5.5.9 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.

## 6 COMMUNICATIONS

### 6.1 Memorandums

A memorandum is a communication from a provincial officer to her counterpart at the diocesan level. Communications (no longer than two pages) should be researched and prepared only for important, time-sensitive information pertinent only to the diocesan counterpart and not members in general. An example is where a particular project or initiative requires encouragement for parish councils to participate to be successful.

All other information, with the exemption of urgent bulletins (See 6.2) is to be communicated using the monthly ON-Line Newsletter.

For further clarification,

A memorandum should accomplish one or more of the following:

- Direct, motivate and guide the work of the diocesan officers.
- Provide information about provincial initiatives and/or suggest ways to implement initiatives in dioceses and parishes.
- Forward clarification for information from national communiqués.

Once a memorandum is approved by the provincial president, all memorandums prepared by Wednesday of any week are sent on the Friday of the same week to the diocesan presidents and secretaries for distribution to parish presidents and/or applicable officers. These may be sent by email if all the resources are in electronic form and if the diocesan executive agrees. Otherwise, the information would be mailed.

Reminder: Lists of diocesan counterparts are sent directly to the diocesan counterparts with a reminder of it being only for their eyes and may only be used for business related to their office.

Memorandums may also be forwarded to national counterparts and/or committee members when appropriate and approved by the provincial president.



## MEMORANDUM sample

*(theme logo is optional ►)*

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

**Memorandum #** \_\_\_\_\_ **Pages:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To:** Diocesan Counterpart's Position  
**From:** Officer's Name, Ontario Provincial Council Position  
**cc:** provincial officers, diocesan presidents, national counterpart,  
committee leads/members

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***Scriptural quote from New Revised Standard Version  
Catholic Bible Edition (referenced) and/or inspirational quote from  
Catholic source (author/source).***

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

### **Education/Service Opportunity/Advocacy**

- Use the heading you are addressing from the three options above.
- State a specific goal for sending the memorandum and any deadlines applicable.
- Give information with facts, specific ways in which to use the information, and itemize related resources to assist them.
- Always verify your sources and that each is up to date.
- Double check spelling of names, phone numbers and contact information.
- Offer to send the memorandum by regular mail.
- Invite them to contact you if they need assistance.
- Do not include personal contact information.

## 6.2 Bulletin

A Bulletin is used to communicate direction requiring immediate action by members at the diocesan or parish level. An example is below.

### URGENT BULLETIN

#### MEMBERS CALL TO ACTION

At the recent Ontario provincial council of The Catholic Women's League of Canada convention members in attendance approved resolution **ON.18.02 Immediate Implementation of *Income Security: A Roadmap for Change for Ontarians with a Disability*** (attached).

The resolution resolves that "the Ontario provincial council of The Catholic Women's League of Canada in 71st annual convention assembled urge the Ontario provincial government to immediately implement the recommendations of *Income Security: A Roadmap for Change* pertinent to Ontarians with a disability."

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You can read or download *Income Security: A Road Map for Change* here:  
<https://www.ontario.ca/page/income-security-roadmap-change>

**Headlines in recent news include:**

The Toronto Star: Ontario government scraps basic income pilot project, limits welfare increase to 1.5 per cent; and,  
CTV News Toronto: PC government defends move to axe basic income pilot project.

These headlines inform us the Ontario government is not recognizing the significant public consultation and the Community Working Group's efforts in designing its report *Income Security: A Road Map for Change*.

A letter has been forwarded on behalf of all members; however, individual communication has the greater impact in compelling political change.

Premier Doug Ford needs to hear from each and everyone of our members that eliminating the income security pilot project and other recommendations within the report is not acceptable to each of us as Ontario citizens concerned for those at risk of homelessness.

Send a comment to the Premier and Minister McLeod in one of two ways:

1. **For the premier:** navigate to <https://www.ontario.ca/page/premier> then select the button 'Contact Us' and be sure to select yes where it asks if you require a response
2. **For Minister McLeod:** email [lisa.macleodco@pc.ola.org](mailto:lisa.macleodco@pc.ola.org)

Send me a message at [cwlrresolutions@tbaytel.net](mailto:cwlrresolutions@tbaytel.net) to let me know if you receive a response. I will advise of the responses received in a future directive.

Email [cwlrresolutions@tbaytel.net](mailto:cwlrresolutions@tbaytel.net) to report all responses. The results are to be reported in a future directive.

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## ACCEPTANCE

This Ontario Provincial Council of The Catholic Women's League of Canada Guidelines July 2024 replaces all existing guidelines of the provincial council.

Adopted: \_\_\_\_\_ President: \_\_\_\_\_  
Date Linda Squarzolo

Policy, Guidelines and Conventions Guide Review Committee (2022 – 2024)

Chairperson: Colleen Martin  
Glenda Klein, Joleene Kemp, Theresa Ryan  
Linda Squarzolo – *ex officio*

Guidelines, Guide and Policy Review Committee (2017 – 2019)

Chairperson: Colleen Perry  
Pauline Krupa, Linda Squarzolo, Wilma Vanderzwaag, Pat Weller,  
Betsy Currier  
Anne Madden – *ex officio*

Guidelines, Guide and Policy Review Committee (2015 – 2017)

Chairperson: Anne Madden  
Betty Colaneri, Sharon St. Jean, Stephanie Spinelli,  
Mary Jane Yaeger, Anna Tremblay  
Pauline Krupa – *ex officio*

Guidelines, Guide and Policy Review Committee (2011-2013)

Chairperson: Betty Colaneri  
Mary Lou Watson, Janice Deslauriers,  
Theresa Bujtas, Shari Guinta,  
Marlene Pavletic – *ex officio*