



London Diocesan Council
The Catholic Women's League of Canada



To: All Parish Presidents, Recording Secretary Chairpersons

CC: London Diocesan Council

From: Elisabeth Duggan Recording Secretary

Date: January 11, 2018

Directive # 9

I want to wish all new and continuing executives a blessed New Year.

Thank you

Thank you to all councils who mailed me their information on their new or continuing executive. I want to assure all of you that these names and addresses are kept confidential.

Secretary's Responsibly

- The position of secretary has two roles, one being the recording secretary and the other the corresponding. You may have voted in at your elections a Corresponding Secretary if not the President may elect a member to the position.
- Corresponding secretary is responsible for all incoming and outgoing correspondence.
- As recording secretary you are the custodian of the minutes and responsible to take the minutes at the General and executive meetings. Minutes from previous meetings should also be brought should a need arise to refer back to a motion. The motions book should also be brought to the meeting.
- Your records are considered "transparent" meaning that any member of your council may inspect these records at a reasonable time.
- Duty of secretary is to keep a register of those attending the meeting. This can be done by roll call or sign in register as members arrive to the meeting.
- It is important to know that at the next general meeting when the minutes are read and a motion to accept these minutes, it must be a member who attended the last meeting.

May Our Lady of Good Counsel guide you.

Elisabeth Duggan

