



London Diocesan Council
The Catholic Women's League of Canada



To: All Parish Presidents, Recording Secretary Chairpersons

CC: London Diocesan Council

From: Elisabeth Duggan, London Diocesan Chairperson, Recording Secretary Standing Committee

Date: May 16, 2016

Directive # 1

I am looking forward to my new position on the executive. I look forward to helping all council recording secretaries keep accurate records.

Review and become familiar with the National Policy and Procedure Manual for the duties of the secretary.

Review and become familiar with the Executive Handbook with the duties listed.

Maintain accurate documentation of all meetings and reporting on the previous meetings minutes to the council.

The recording secretary of each council needs to be familiar as to where the council's charter is kept as well as the archive records.

“One of the cornerstones of good written communication is the clear, concise expression of ideas or information. The recording secretary, through good written communication, is an important contributor to the history of her council.” (Taken from executive handbook)

May Our Lady of Good Counsel guide you

Elisabeth Duggan