



London Diocesan Council
The Catholic Women's League of Canada



To: All Parish Presidents, Recording Secretary

CC: London Diocesan Council

From: Elisabeth Duggan, Recording Secretary

Date: January, 2017

Directive # 4

I pray everyone had a Blessed Christmas and New Year.

I want to review the job description of recording secretary which is found in the Handbook for Secretaries. This manual is available from the National resources. I am quoting the job description as per the manual. I want to recommend all councils have the Handbook for Secretary.

“As each council may assign different duties to the secretarial position, upon completion of her term of office, the secretary should describe what she has done over the past two years. A brief job description and an index of all files in her custody, together with files not given to archives, should be delivered promptly to her successor.

Some councils combine the position of recording secretary and corresponding secretary. As other councils have the two positions, the duties have been separated accordingly. “

I want to also remind all councils to forward to me the name of your new president, secretary, treasurer and Spiritual Advisor including address, phone number and email address. This information is important to help keep our contact info current.

May Our Lady of Good Counsel bless you

Elisabeth Duggan

