



**The Kingston Diocesan Council of
The Catholic Women's League of Canada**

One Heart, One Voice, One Mission

Directive#2

Date: February 13, 2016

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To: Parish Council Past Presidents
From: Stephanie Spinelli, Diocesan Past President
CC: Diocesan Executive, Provincial Past President

Enc: ***Archives Guidelines for League History***

"The passing on of history and tradition gives members a sense of pride and importance in belonging to the League." *National Executive Handbook*

Greetings Past Presidents,

Special greetings to those of you who are **new past presidents** as a result of recent parish elections. Please visit the Kingston Diocesan website at www.kingston.cwl.on.ca to refer to Past President Directive #1, October 2015, that outlines the **Duties of the Past- President** and **Parish Council Elections**.

An important duty of the past president is that of historian, responsible for the archives and the history of our councils. Some tips for success in this endeavour:

- A good place to start is with the compilation of a two- or three-page summary of the highlights of your term as president, to be placed in the archives, thereby completing the most recent history.
- Next, review and update archival material and assure that the index of archival material is current. Appoint a subcommittee chairperson and perhaps a small committee to assist with this task.
- Arrange for the safe storage of your archival material so that the work of the council is permanently preserved for future reference. A fire-proof filing cabinet stored in the parish hall or rectory is an optimal choice.
- Preserve council history through scrapbooks and photographic albums. Regularly check newspaper articles and have your camera ready to take photos at meetings, retreats and events. You may wish to enlist the help of others who have a particular interest or talent in this area.
- Educate members on the History of the League, its structure and the importance of belonging to a national organization. A quiz is a fun way to engage members at general meeting. *A Brief History of the League* can be found in the *Handbook for Past Presidents* and in the *National Manual of Policy & Procedure 2015*.

The ***Archives Guidelines for League History*** is an excellent reference. It has been enclosed for your convenience (or...it can be found at www.cwl.ca).

Respectfully submitted