



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

Corresponding Secretary

Inspired by the Spirit, Women Respond to God's Call

Directive #1

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Date: October 28, 2017

To: Parish Council Corresponding Secretaries
From: Shirley McDonald, Diocesan Corresponding Secretary
CC: Diocesan Executive, Provincial Administrative Assistant

Greetings to all Corresponding Secretaries and those who undertake this role for their local parish council. I look forward to working with you and with your councils.

As the new Diocesan Corresponding Secretary, I am slowly learning the duties required of this role. This includes efficient communication that contributes to the smooth functioning of the diocesan council. In addition to dealing with correspondence directly, I will also maintain the diocesan directory, elections register and email distribution list. In order that these are accurate, I ask that you remember to send any changes in your executive contact information to me, particularly following elections for a new executive.

At the provincial level, the role of Corresponding Secretary has expanded to become Administrative Assistant to the Ontario Provincial Council. We are fortunate to have our own Past President, Stephanie Spinelli, take on this role.

The majority of our parish councils do not have an executive position devoted to correspondence, although an individual member of the council or the Recording Secretary might be assigned duties around sending and receiving cards and correspondence for the council. Oftentimes this duty falls on the shoulders of the council President. Please let me know if I can assist you in your role as you deal with your council's correspondence. A number of resources are available from the national website, including the ***Handbook for Secretaries, Guidelines for Business Correspondence, Style Guide for League Publications, Personal Letter Writing Guide***, the ***Constitution and By-laws 2013*** and the ***National Manual of Policy and Procedure***. Our own Diocesan ***Manual of Policy and Procedure*** is available on the Diocesan website and describes the responsibilities pertinent to your own Council. Personally, I have found these resources to be a great help.

I always welcome your comments, questions, suggestions and ideas. I pray that Our Lady of Good Counsel will guide you.

Respectfully submitted.