

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

Recording Secretary Directive # 2- Feb. 1, 2014

To: Diocesan Parish Council Recording Secretaries
From: Annette Norton, Diocesan Recording Secretary
Cc: Kingston Diocesan Executive, Past Presidents & Life Members

A warm welcome to all new parish Recording Secretaries. Although you may feel a bit overwhelmed as you take on the challenges of this position, I hope that you will find that the rewards far outweigh the challenges. Over the course of the next two years, you will have many opportunities to share in the fun, to experience a sense of fulfillment and to grow in faith... a terrific return on your investment of service to the league.

To those of you who are serving the second year of your term, thank you for your continued commitment to the League. May you, too, experience the many benefits of membership in this wonderful organization. You've overcome your initial fears of this position, so relax and enjoy the second leg of the journey.

The retiring secretary hopefully left you helpful notes on the various aspects of this position. Hopefully, all the material you need will have been given to you on a memory stick and in a reference binder. Make sure that your reference material includes a copy of *Roberts's Rules of Order*, as well as the *National Manual of Policy and Procedures, Constitution & Bylaws*, your diocesan manuals and guidelines, the *Handbook for Secretaries*, and lists of your executive and counterparts at provincial and national levels.

Remember that you are never alone – your predecessor and your diocesan and provincial counterpart are always available to answer your questions, and to guide you along the way. Have faith in your abilities, and know that the guidance of the Holy Spirit and Our Lady of Good Counsel are always with you.

Please feel free to contact me with your comments, suggestions and directory updates.

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Your Sister in the League,

Annette