



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

***One Heart, One Voice, One Mission***

### **Directive#1**

**Date:** October 24, 2015

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

---

**Enc:** Parish Council Elections Procedure  
A Short Exercise in Discernment  
Nomination Form

Greetings Past Presidents,

We have travelled this path together as presidents and now are relegated to the "past" position. You might say that we are "History" and as such are also the historians for our councils. Our role is to serve in a consultative capacity, lending an ear to listen with an open **heart** and a **voice** that offers encouragement, support and affirmation to our sisters as we forge on in our **mission**.... rooted in gospel values, called to holiness through service to the people of God (Mission Statement).

### **Duties of the Past President**

According to the *Handbook for Past Presidents*, the past president at any level of the League shall:

- a) serve her council in a consultative capacity. She may advise and assist the president using her experience and expertise as a member of the council concerned.
- b) be responsible for the archives and history of her council. If a public archives facility is used as a repository for items of historical value, the past president should identify all items in a catalogue format, retaining a copy for the council records. The history of a council is preserved through scrapbooks, photo albums and council minutes. The past president should be responsible for these important books, so members will have a permanent record of the work accomplished by their council.
- c) facilitate and encourage the study and implementation of the *Constitution & Bylaws*. The past president should encourage members to become knowledgeable about the *Constitution & Bylaws* and to conduct the affairs of the council accordingly. Any questions related to the interpretation of the *Constitution & Bylaws* shall be referred to the national chairperson of laws (national past president).

- d) submit an **annual report** to the next level (parish to diocesan, diocesan to provincial, provincial to national), summarizing her years activities (see ***Past President-Guideline for Reporting*** in the *Handbook for Past Presidents*). A copy of the monthly and annual reports must be filed with the recording secretary.

### **Parish Council Elections**

This is an election year in many councils. A nominations and elections committee, consisting of three experienced members of the council, should be appointed by the president in consultation with the spiritual advisor. A past president is a likely candidate for the chair of the committee. The chairperson shall **NOT** be eligible for office, the other two members **ARE** eligible for nomination.

You will find enclosed with this directive **Parish Council Elections Procedure** (with revisions) compiled by Life Member, Carol Richer (March 2012). **A Short Exercise in Discernment** has also been included to be utilized to prepare members to pray and give consideration to accepting a nomination.

### ***Handbook for Past Presidents***

The *Handbook for Past Presidents* is an important resource. It can be accessed electronically or downloaded from the national website [www.cwl.ca](http://www.cwl.ca).

Please feel free to contact me at any time.

Respectfully submitted,  
Stephanie Spinelli