



**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 Recording Secretaries

**From:** Shirley McDonald, Diocesan Recording Secretary

**CC:** Diocesan Executive, Provincial Recording Secretary

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Greetings to all Recording Secretaries. I look forward to working with you and with your CWL Councils.

As a new Diocesan Recording Secretary, I am slowly learning my dual roles as both Recording Secretary and as your liaison with the Diocesan Council. For those of you who are also new to your position, I understand the challenges (and sometimes the panic!) that may go along with this position. For those who have the benefit of experience in the role, we will look to you for advice and support. Together we will all get the job done and hopefully have some fun in the process!

Please let me know if I can assist you in your role as Recording Secretary. A number of resources are available from the national website, including the ***Handbook for Secretaries***, the ***Constitution and By-laws***, the ***National Manual of Policy and Procedure*** and ***Robert's Rules of Order***. 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.

Many Councils will be holding elections this fall for a new 2016 executive. Please remember to send any changes in your executive to me so that the Election Register and the Diocesan Directory can be kept up to date.

I always welcome your comments, questions, suggestions and ideas as they pertain to our roles as Recording Secretaries. I pray that Our Lady of Good Counsel will guide us.

Respectfully submitted,  
Shirley McDonald