

The Catholic Women's League of Canada
Kingston Diocesan Council

Recording Secretary Directive # 4- January 31, 2015

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

Welcome to all Recording Secretaries, new to the position, as well as those in the second year of your term. You have the extraordinary privilege of recording the history of your council by way of the minutes that will become part of the archives of your council.

I encourage all of the Recording Secretaries to obtain a copy of the Handbook for Secretaries, which can be downloaded from the National Website if you have not already done so. Other resource materials which you might find helpful include the Constitution and Bylaws, the National Manual of Policy and Procedure, and Robert's Rules of Order, Newly Revised 10th edition. Article XI, Section 4 of the Constitution and Bylaws of the League outlines the duties of the recording secretary. First and foremost is the recording and retaining of minutes and motions of all meetings.

Simple as that sounds, there is a fear of missing something, forgetting what was said, who said it, making spelling or grammatical errors...the list goes on. No one expects perfection from any of us. We just "Do Our Best" and ask our sisters for help when we need it. My recommendation is that you form an editing committee to help proof the minutes before distribution. It is an easy way to catch minor errors.

I would like to make a suggestion to all Recording Secretaries to create a separate email account (such as parishsecretary@gmail.com) to send and receive council emails. Having an email account only for the recording secretary will make change over, of Secretaries, an easier job. All the email contacts are there and don't have to be re-entered as well as having all past email available.

The other item I wish to remind all Recording Secretaries is to back up all documentation and keep a hard copy of all minutes. The use of a memory stick has many advantages.

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

Annette Norton
613-925-5601
kingstoncwlrc@gmail.com

May Our Lady of Good Counsel bless you.