



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

Recording Secretary

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

Directive #1

Pages: 1

Date: October 28, 2017

To: Parish Council Recording Secretaries

From: Shirley McDonald, Diocesan Recording Secretary

CC: Diocesan Executive, Provincial Recording Secretary

I'm Maureen Laurin, the new Diocesan Recording Secretary. I wish to welcome all new Parish Recording Secretaries to their new duties and to those who are continuing in this job, keep up the good work as it is vital to a Council's records.

I would recommend the following four sources of information that play an integral part to the position that you are responsible for in your council:

- Handbook for Secretaries
- A copy of the latest edition of the Constitution and By-laws of the League
- Roberts' Rules of Order
- The National Manual of Policy & Procedures

A good idea is to have an editing committee even if it is just one other person to review and check for errors or omissions.

Another excellent suggestion is to back-up minutes on a memory stick.

Respectfully submitted.