



**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 #4

Page 1

Date: February 11, 2017

To: Parish Council Recording Secretaries

From: Shirley McDonald, Diocesan Recording Secretary

CC: Diocesan Executive, Provincial Recording Secretary

I hope you are all looking forward to spring, sunshine and our Convention!

At the end of 2016, parish presidents were asked to submit an online annual report for your council. For recording secretaries, I thought you would be interested to see how you compare to other councils and what some of the other councils are doing differently. Here is a summary of the secretary annual reports sent from our diocesan parish councils. Note, this represents 35 submissions.

- Most parish council recording secretaries are new to the position.
- Most parish councils have a copy of the Handbook for Secretaries.
- Most secretaries DO assist in preparing meeting agendas, take a roll call at meetings, take minutes, distribute minutes, are signing officers, maintain executive contact information and assist in preparing the annual report.
- Most secretaries DO NOT visit the national/provincial websites for information, maintain an Elections Register or bring the Motions Book to meetings (many councils do not have an Elections Register or Motions Book).
- Most minutes are recorded by hand.
- Most meeting agendas and minutes are distributed by hand and/or email.
- There is no consistency in archiving minutes (i.e., when, where, how).
- About half of councils still read minutes out at meetings rather than circulate printed minutes (either in advance or at the meeting).
- Most councils do not have separate recording secretary and corresponding secretary positions.

Future information sessions or workshops targeted to parish secretaries could include the following:

- Developing and maintaining an Elections Register
- Developing and maintaining a Motions Book
- Archiving minutes – recommended procedures and methods
- National and provincial websites – useful information for parish secretaries

Respectfully submitted.