



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

Recording Secretary

*Catholic and Living It!
Go Make a Difference
Reconnect*

Directive #4
Date: October 2023

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To: Parish Council Recording Secretaries
From: Colleen Hill, Diocesan Recording Secretary
CC: Diocesan Executive, Provincial Recording Secretary

"... I pray that I may carry Christ, for it may be, that some would not know Him except through me." From Carrying Christ, by Ruth Mary Fox, 'From Resurrection to Pentecost' p 41

As Recording Secretaries, there is one important and useful resource that you should be familiar with from the National website, namely the National Handbook for Secretaries. As your eyes roll back in your head at what seems like endless communiqués and emails, I do empathize with many of you who want to continue to be good and faithful League members, but the thoughts of meetings and responsibilities sends you scurrying around the bend. I want to remind you that the League is NOT dead, just streamlined. We need to be mindful that this sisterhood is a powerful and respected organization. One reason has been that we have followed structure across the country for over 100 years. Do bear in mind dear sisters, that as the quote above says, others may not know Christ except through us.

I invite you to consider the necessity of record-keeping as the League progresses through its' second century. The structure of the League has changed to meet the times but there remains the need to share information and keep everyone informed. Minutes allow each level to recall decisions and remind us of actions. They can prevent repetition and provide clarity. It is not necessary to write a novel, but brief, concise, accurate notes are necessary. Minutes are but one form of communication for awareness and sharing. Some of your members may not be able to attend meetings, but they would likely want to read the approved Minutes afterwards.

To further assist us with information sharing, our National Secretary Treasurer, Dorothy Johansen, recommends all members view either of the following on how to navigate the newly designed website:

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1. a tutorial video
<https://www.cwl.ca/how-to-series-national-website-tutorial/>
 2. a video on the National YouTube channel
<https://www.youtube.com/watch?v=KsFOCKZuXQ8>

I am happy to assist new/current Recording Secretaries if you have any questions or concerns.

Respectfully submitted