



# The Catholic Women's League of Canada Edmonton Diocesan Council

CATHOLIC  
and LIVING IT!

**TO:** All Parish Council Presidents  
All Diocesan Officers  
Life Members

**FROM:** Pat Keith, Diocesan Secretary

**SUBJECT: Fall 2022 Secretary Communique**

Creating the agenda: You can find a 'Guide to preparing an agenda' in the *Handbook for Secretaries* on the National website. Add any unfinished business from the previous meeting and send your agenda to the president for review/additions. Once approved send the agenda and minutes of the previous meeting out to the members, or have copies at the meeting.

Communication with members is paramount in keeping your members informed and engaged. Keep your member contact information accurate and up to date, whether you use email, snail mail or phone calls.

Motions: must be made for all motions regarding structural changes and involving finances. If you don't yet have a motion book, start one. It is much easier to reference old motions. Use a motion form. Place signed motions in your Motion Book.

Adoption of Proposed Amendments to modify the executive structure occurred at the National Convention in Kelowna in August 2022. There will be a transition period from now until August 2024, when all councils will have had elections into the new structure. The National CWL Council sent out a memo with their Fall Mail Out to all Parish Councils 'Communications During Transition Quick Guide' which is also available on the National website (Communication Communique #8). One change noted is that by August 2024, the former 'Communications' duties will fall under Secretary.

Edmonton Diocesan Council would like to note, however, that during the 2022-2024 term, we will continue to send out any communications from Diocesan Council to Parish Councils in our Diocese primarily from the Diocesan Secretary to Parish Council Presidents (based on the email address provided to Diocesan Council as listed on the Parish President Roster). This is the means of communication we currently use, so there will be no change. However, this differs from what National Council has indicated in its 'Communications During Transition Quick Guide'. Additional communications between Diocesan Council to Parish Councils will also continue via Parish Buddy calls and via the Edmonton Diocesan webpage.

However, this highlights that it is of the utmost importance for secretaries at every level to update their contact list of their executives immediately following an election and forwarding that information to the next level (eg from parish council to diocesan council; as well as to National Office). This is critical for communication lines to continue effectively.

Pat Keith  
Edmonton Diocesan Secretary