



The Catholic Women's League of C
Archdiocese of Edmonton
OUR LADY OF GOOD COUNSEL, PRAY FOR US

ONE HEART
VOICE
MISSION

‘What I am is God’s gift to me. What I become is my gift to God.’

Welcome to all Secretaries; whether you are starting your term or in your second year, I do look forward to working with you and with our CWL Councils. I welcome your comments, questions, suggestions and ideas as they pertain to our role as Secretary. We learn from one and another, support one another and encourage one another.

Our theme One Heart, One Voice and One Mission is filled with hope. The One being Christ will lead us to use our hearts and our voices for His work. Our hearts and our voices will help change the world, even with our different gifts and talents and our diversity. The words of our theme will direct, guide, give courage and hope to you, to your Council and to our League as you answer the call to work for God and Canada. With hope we can use the gifts God has given us for His work. In particular, as your Council’s secretary you can open our hearts with hope. Voice the hope you receive; and, carry that hope on the mission chosen. As a secretary, your heart holds the love of the League. Your voice becomes the voice of the executive as you pen the decisions and actions made at meetings.

The main mission you undertake as secretary is to prepare the minutes, - correctly, concisely and completely. I strongly urge you to appoint a member to assist you in taking notes at meetings; and, in convention so that you don’t miss any important information. Thus said, as a secretary, you must remember to provide and file a hard copy of minutes as they clearly tell the story and maintain a clear picture of your Council’s activities. Minutes are intended to tell exactly what happened at meetings – not what was said. An accurate paper trail tells the story of your Council. Therefore, you must focus on maintaining the files in the most efficient and up-to-date manner. Years into the future as members look at the archives, the minutes will tell the story and these future members will know what actions and deeds were completed

Furthermore, keep in mind when sending e-mail messages that those reading your e-mail do not hear your voice, see your body language and feel your need. The use of gentle and kind words is important to convey what may sometimes be an urgent message. Harsh and abrupt words have no place in e-mail messages. With regards to maintaining Council rosters, please keep in mind that in accordance with the provincial privacy policy this information is for league use only, and is not to be shared.

I encourage all of you to obtain a copy of the Handbook for Secretaries, which can be downloaded from the national website. Other resource materials that you might find helpful include the Constitution and By-laws, the National Manual of Policy and Procedure and Robert’s Rules of Order.

Every member of the League – you present at this convention are women of great influence. Our mission is to do the work of Christ as we are called with one heart and one voice.

I pray that Our Lady of Good Counsel will guide us. Madame Chair, this concludes my report.

Yours in service to God,

Mary Pat O’Neill
Secretary, CWL Edmonton Diocese

“Start by doing what’s necessary, then do what’s possible; and suddenly you are doing the impossible.”

St. Francis of Assisi