**Secretary’s Report**

**Midwinter Meeting**

**Feb 3, 2018**

Madam President;

We all like to carry out the responsibilities of a secretary to the best of our ability. A good job description is very much appreciated. One can be found in “The Handbook for Secretaries” which can be downloaded from the National Website. It is very helpful. Also remember to tap into the expertise of the past Secretary. She will graciously mentor you.

I am keeping the Parish Council Rosters updated. In your packages you received a Roster form. Please fill it out and include emails for all the convenors, if they have email. This is how the Diocesan Chairs will communicate with their Parish Council counterparts. If you completed the form at Fall Meeting and have no changes, there is no need. You do not need to do it again until there are changes to your roster.

This concludes my report.

Are there any questions?

Pat Keith

Secretary

Edmonton Diocesan Council