

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

**PAST PRESIDENT**



**DATE November, 2015**

**Communique # 1**



**TO:** Parish Council Past Presidents

**FROM:** Edmonton Diocesan Past President

Dear Sisters in the League:

There are many opportunities to learn about the League and develop our skills as we accept positions on the executive of our councils. Each standing committee has particular areas of interest and concern and when all of that knowledge is put together it makes our councils more vibrant and aware of the world around us and the work that needs to be done. Past Presidents have responsibilities to act as consultants to the President and council as well as looking after preserving the archives and history of the council. There is a lot to learn as I begin to work on caring for the materials that are, and will be kept in the Diocesan Archives.

***Archives are important material from which information, inspiration and enthusiasm for the League may be derived. They also serve as permanent, lasting records of the achievements of the organization. (Handbook for Past President)***

It is important that the records of the council are kept in a safe place and that some members are aware of their location. Taking an inventory of the materials that are being kept is a good start to knowing what you have and how it is organized. An index should be made of all the materials in the archives and as new things are added the index should be kept up to date.

Photo albums provide wonderful reminders of past activities, however they are not as informative when they don't have the occasion, dates, and participants in the pictures noted in the albums. As the years go by our memories fade and it becomes more difficult to remember. This is an opportunity to get out the albums, reminisce and have some of your long time members put names to the faces and occasions.

Minutes, financials, reports and correspondence are part of the archives that are kept for the councils. Annual reports of the President and Standing committees are kept as they give a history of activities of the council.

Awards and Special occasions are important to be remembered. Whenever there are Service awards, Maple leaf Service pins, Bellelle Guerin Awards presented it is important to keep a list of the recipients and in the case of Maple Leaf Service and Bellelle Guerin Awards a profile should be included and the date of the presentation. Mementos, pictures, and write-ups of Anniversary celebrations are valuable pieces of history for the council.

There is a **Handbook for Past President** on the National Website that provides more information than I have included in this communiqué. I know that I will be referring to it and I encourage you to have a look.

Go to: [www.cwl.ca](http://www.cwl.ca) - Resources - Manuals - Handbook for Past President

The link for this handbook is:

<http://cwl.ca/wp-content/uploads/2013/10/Past-President.pdf>

The responsibilities of the Past President is part historian, part advisor, but also looking to the future to make sure that the information about your council will be there for our CWL sisters to come.

God Bless,

*Gwen Elliott*

Past Diocesan President