



The Catholic Women's League of Canada
London Diocesan Council



To: All Parish Presidents, Corresponding Secretary

CC: London Diocesan Council

From: Elisabeth Duggan, Corresponding Secretary

Date: September, 2018

Directive # 1

The role of corresponding secretary has several guidelines to work by:

- Attend all executive and general meetings of your council
- Submit all correspondence received to the president for her information and action
- Compose and send out all correspondence as directed, in some councils this includes all occasion cards to members
- List all correspondence to be brought to the meeting
- Read highlights of all correspondence at the meeting as directed by the president. All correspondence received or sent in the name of the council should be reported to the members. This may include thank you letters, invitations, replies to inquiries, information received, etc. It may be summarized, giving pertinent details. Reporting of each letter should start with from whom it was received or to whom it was sent, and the date. Reading of correspondence dealing with a matter appearing later on the agenda may be deferred until the matter comes to the floor of the meeting.
- Arrange meeting accommodations and notify members of the time and place of the meeting. This can vary in councils as recording and corresponding can be one position.
- Be responsible for notices of meetings and convention

Remember to embrace your position, you are a bridge for your league to others.

May Our Lady of Good Council bless you in your work

Elisabeth Duggan