



London Diocesan Council
The Catholic Women's League of Canada



To: All Parish Presidents, Recording Secretary Chairpersons

CC: London Diocesan Council

From: Willi Kole Recording Secretary

Date: May 10th, 2018

Directive # 1

Spring has finally come! Praise the Lord!

Minutes become records; records become part of the written history of your council. It is important to keep clear concise minutes as well as an up to date motions book for your council.

Following is part of the role of the Recording Secretary.

- Attend all executive and general meetings of the council
- Call the roll or have members sign a list of attendance at the meeting
- Take the minutes of meetings, record motions, and retain minutes as a permanent record
- Bring minute book containing past minutes to meetings for reference purposes
- Bring motion book to meetings. Keep Motion book up to date for reference purposes

(from CWL Handbook for Secretaries)

I will share more information re the role with you in my next directive.

As I begin my tenure as Recording Secretary, I ask for your prayers and support in this new position.

Yours in Christ,

Wilhelmina (Willi) Kole