



London Diocesan Council
Of
The Catholic Women's League of Canada

One Heart, One Voice, One Mission

To: All Parish Presidents, Recording Secretaries

cc: London Diocesan Council

From: Mary Bannon, Recording Secretary, London Diocesan Chairperson, Recording Secretary

Date: January 23, 2016

Directive # 9

*Beautiful is the moment in which we understand that we are **no more than an instrument of God**; we live only as long as God wants us to live; we can only do as much as God makes us able to do; we are only as intelligent as God would have us be. Oscar Romero*

Thank you

Many thanks to all the councils who mailed their reports to me with the information about your councils that we need for our confidential records. You are true "instruments of God", making my ministry so much easier.

Robert's Rules of Order (cont'd)

Secretary's Responsibilities. The recording officer is variously Secretary or Recording Secretary (where there is also a Corresponding Secretary). The secretary is the recording officer of the assembly and the custodian of its records except such as are specifically assigned to others, as the treasurer's books. These records are open, however, to inspection by any member at reasonable times, and where a committee needs any records of a society for the proper performance of its duties, they should be turned over to its chairman. In addition to keeping the records of the society and the minutes of the meetings, it is the duty of the secretary to keep a register, or roll, of the members and to call the roll when required; to notify officers, committees, and delegates of their appointment, and to furnish committees with all papers referred to them. When the word "secretary" is used it always refers to the recording secretary if there is more than one. The secretary should keep a record of the proceedings, stating what was done and not what was said, unless it is to be published, and never making criticisms, favorable or otherwise, on anything said or done. This record, usually called the minutes is kept. The secretary also keeps the Motions Book in which any motion, particularly those involving the expenditure of funds is kept. All expenditures involve a motion to be made at the meeting unless they are in your Manual of Policy and Procedure.

Blessings and prayers for peace in 2016

Mary Bannon

Committee: Recording Secretary

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