

The Catholic Women's League of Canada



EXECUTIVE HANDBOOK

MISSION STATEMENT

The Catholic Women's League of Canada
is a national organization
rooted in gospel values
calling its members to holiness
through service to the people of God.

OBJECTS

The Objects of the League shall be to unite Catholic women of Canada:

1. to achieve individual and collective spiritual development
2. to promote the teachings of the Catholic church
3. to exemplify the Christian ideal in home and family life
4. to protect the sanctity of human life
5. to enhance the role of women in church and society
6. to recognize the human dignity of all people everywhere
7. to uphold and defend Christian education and values in the modern world
8. to contribute to the understanding and growth of religious freedom, social justice, peace and harmony

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President



LEAGUE PRAYER

We humbly pray You, O God our Father,
to bless The Catholic Women's League of Canada.

Bless our beloved country,
our homes and families.

Send Your Holy Spirit upon us
to give light to our minds
and strength to our wills
that we may know and fulfil
Your great law of charity.

Teach us to share with others
at home and abroad

the good things You have given us.

This we ask through our Lord Jesus Christ
and the intercession of our patroness,
Our Lady of Good Counsel.

Amen

PRESIDENT

*Represent yourself and the League in the best way possible.
Because you are a model of what the League believes,
people will form an opinion of the League based on your interaction with others.*

DUTIES of the PRESIDENT

The president shall:

- inform the membership of the League's position on current issues
- foster open communication
- preside at all council meetings and conventions
- be a signing officer for all official documents
- provide active leadership
- in consultation with the officers, initiate policy
- keep fully informed on the operation of the League and report annually to the membership
- be an ex officio member of all committees except the nominations and elections committee
- be the official spokesperson for the council
- appoint committees
- read and be familiar with the *National Manual of Policy and Procedure*
- with the executive, be responsible for reporting activities to the next level
- perform such other duties as may be incumbent upon the office

PRESIDENT'S ROLE at an EXECUTIVE MEETING

People with a common interest or purpose come together to discuss ideas, share information, decide on a course of action, and plan projects/programs. As chairperson of the meeting, the president ensures that agenda items are covered and brings recommendations to a general meeting.

The president shall:

- call an executive meeting prior to the general meeting
- encourage all officers and the spiritual advisor to attend
- prepare an agenda with the assistance of the recording secretary (see *National Manual of Policy and Procedure*, page 41)
- chair the meeting
- allow time for discussion of agenda items and prepare recommendations for the general meeting

PRESIDENT'S ROLE at a GENERAL MEETING

Members are eager to learn of new programs/projects and decisions of the executive. Based on recommendations from an executive meeting, the president conveys this information to members, allowing sufficient time for discussion and further exchange of ideas.

The president shall:

- call a general meeting of the council
- encourage members to attend
- prepare an agenda, with the assistance of the recording secretary, based on the business arising from the executive meeting
- chair the general meeting

- designate greeters
- arrange for a social period following the meeting
- appoint a member to be responsible for the guest speaker

TIPS ON CONDUCTING a MEETING

Parliamentary procedure refers to the rules or method of conducting business meetings to ensure that the business is completed without bias and in as short a time as possible. Meetings will run more smoothly and take less time if all members are familiar with the proper procedures and use them in a fair and courteous manner.

The president should:

- start on time
- speak so everyone can hear
- avoid holding a private conversation with other executive members
- follow the agenda; complete one item on the agenda before going to the next
- be impartial
- maintain order
- be fair and courteous at all times

TIPS on MOTIONS

Motions are a form of communication used by an assembly to hasten the business, make it flow smoothly, and provide members with an opportunity to participate in the decision-making process.

The president should:

- assist members to formulate motions to include all applicable details
- encourage discussion
- keep the discussion on topic
- enforce the rule that a member may speak only once, allowing other members to speak once before any member speaks a second time
- repeat the motion and call for the vote when all discussion on the topic is completed
- ask for both the affirmative and negative votes when calling for the vote
- be aware that a member abstaining from a vote may request that her name be recorded in the minutes

RESOURCES and REFERENCES

The Canadian League magazine – a list of articles pertaining to each standing committee, as well as copies of individual articles, are available from national office.

Communiqués from national chairpersons are regularly posted on the League Web site: www.cwl.ca.

Ongoing **resolutions** are posted on the League Web site and are also available upon request from national office. Resolutions adopted at the annual national convention are published in the fall issue of *The Canadian League magazine*.

The following are available from national office:

- *National Manual of Policy and Procedure*
- *Constitution & Bylaws*
- *Resource List*

Canadian Conference of Catholic Bishops (CCCB)

CCCB Publications Service	Telephone Toll-free: (800) 769-1147
2500 Don Reid Dr.	Facsimile: (613) 241-5090
Ottawa, ON K1H 2J2	Web site: www.cccbpublications.ca

Roberts Rules of Order, Newly Revised is used by the League for parliamentary procedure.

Secretary



LEAGUE PRAYER

We humbly pray You, O God our Father,
to bless The Catholic Women's League of Canada.

Bless our beloved country,
our homes and families.

Send Your Holy Spirit upon us
to give light to our minds
and strength to our wills
that we may know and fulfil

Your great law of charity.

Teach us to share with others
at home and abroad

the good things You have given us.

This we ask through our Lord Jesus Christ
and the intercession of our patroness,

Our Lady of Good Counsel.

Amen

RECORDING SECRETARY

One of the cornerstones of good written communication is the clear, concise expression of ideas or information. The recording secretary, through good written communication, is an important contributor to the history of her council.

DUTIES of the RECORDING SECRETARY

The recording secretary shall:

- assist the president in preparing the agenda for meetings
- list all correspondence to be brought to the meeting
- notify members of the time and place of the meeting
- distribute copies of the minutes of the previous meeting prior to the meeting
- record the minutes of meetings (for a sample of meeting minutes see the *National Manual of Policy and Procedure* or the *Handbook for Secretaries*)
- retain minutes as a permanent record
- bring the minute book containing past minutes to meetings
- be a signing officer for official documents
- be responsible for receiving reports from the executive
- provide the president with a copy of the executive members' annual reports to assist in preparing the president's annual report
- be responsible for all council papers and records
- keep a copy of each executive member's monthly and annual reports

The recording secretary should:

- know where the council charter is located
- know where council archives are located
- read the minutes of the previous meeting and bring to the attention of the president any items that should be brought forward
- read the minutes at the meeting
- be aware that, in a parish with a corresponding secretary, the list of all correspondence is the responsibility of the corresponding secretary
- see the *National Manual of Policy and Procedure*, or the *Handbook for Secretaries*
- refer to communiqués and/or annual reports from all levels

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The following are available from national office:

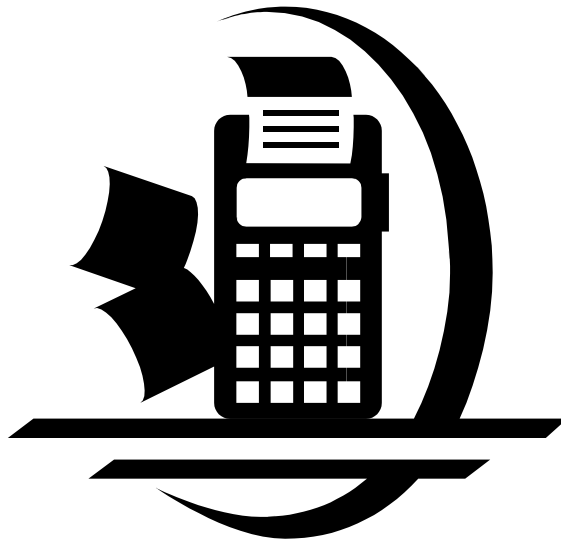
- *National Manual of Policy and Procedure*
- *Constitution & Bylaws*
- *Handbook for Secretaries*
- *Resource List*

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Treasurer



LEAGUE PRAYER

We humbly pray You, O God our Father,
to bless The Catholic Women's League of Canada.

Bless our beloved country,
our homes and families.

Send Your Holy Spirit upon us
to give light to our minds
and strength to our wills
that we may know and fulfil

Your great law of charity.

Teach us to share with others
at home and abroad

the good things You have given us.

This we ask through our Lord Jesus Christ
and the intercession of our patroness,

Our Lady of Good Counsel.

Amen

TREASURER

Every organization must have sound financial control in order to meet its goals.

DUTIES of the TREASURER

The treasurer shall:

- maintain the financial records of the council
- receive all League monies
- pay all accounts as authorized
- be a signing officer for official documents
- present a report of revenues and expenditures at meetings
- prepare and monitor annual budget
- have financial records audited or examined annually

The treasure should:

- refer to communiqués and/or annual reports from all levels
- file with the recording secretary a copy of her monthly and annual report

FINANCIAL RECORDS of the COUNCIL

Accurate record keeping is essential to knowing how well-planned goals were achieved and in determining what future possibilities exist.

The treasurer shall:

- maintain an account book, receipt book, cheque book and a deposit book
- keep books updated, listing and itemizing each transaction
- retain cancelled cheques and receipts
- balance the account book to the bank statement monthly
- keep cheques/statements of receipt and disbursement books on file for five years

RECEIVE ALL LEAGUE MONIES

Per capita fees are the means by which the League carries out its programming at national, provincial and diocesan levels.

The treasurer shall:

- ensure per capita fees are remitted to national office by February 28th of each year
- collect and remit to diocesan council or national office all donations made to the national voluntary funds (*National Manual of Policy and Procedure*)
- ensure members approve all fund raising activities

PAY ALL ACCOUNTS

Proper disbursement procedures ensure that all legitimate expenses have been properly authorized and paid.

The treasurer shall:

- always pay by cheque, and ensure there are two signatures on every cheque
- always ensure there is a receipt to cover petty cash money used

SIGNING OFFICER

Signing officers have a fiduciary responsibility for League funds and are accountable for all distribution of monies.

The treasurer shall:

- arrange for three signing authorities (president/treasurer/and one other)

ANNUAL BUDGET

One of the most important financial control tools available to ensure an organization meets its goals is the annual budget. Adoption of a budget ensures financial stewardship among all members.

The treasurer shall:

- draft a budget at the beginning of each fiscal year for approval at a general meeting (*National Manual of Policy and Procedure*)
- monitor revenue and expenditures in comparison to the budget and report on same at meetings

GENERAL TIPS

The treasurer should:

- number each cheque so that it will be easy to reconcile at the end of the month
- number the receipts in the receipt book
- number the pages in the account book, use left side for debits and right side for credits
- draft and/or review financial guidelines and policy for approval by the executive
- ensure the budget is based on the League year January 1st to December 31st

RESOURCES and REFERENCES

The Canadian League magazine – a list of articles pertaining to each standing committee, as well as copies of individual articles, are available from national office.

Communiqués from national chairpersons are regularly posted on the League Web site: www.cwl.ca.

The following are available at national office:

- *National Manual of Policy and Procedure*
- *Constitution & Bylaws*
- *Guidelines for Treasurers*
- *Resource List*

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Past President



LEAGUE PRAYER

We humbly pray You, O God our Father,
to bless The Catholic Women's League of Canada.

Bless our beloved country,
our homes and families.

Send Your Holy Spirit upon us
to give light to our minds
and strength to our wills
that we may know and fulfil
Your great law of charity.

Teach us to share with others
at home and abroad

the good things You have given us.

This we ask through our Lord Jesus Christ
and the intercession of our patroness,
Our Lady of Good Counsel.

Amen

PAST PRESIDENT

*The role of the past president is consultative and advisory.
Others will draw on her experience when trying
to make the best decisions for the council.*

DUTIES of the PAST PRESIDENT

The past president shall:

- serve the council and president in a consultative capacity
- be responsible for the archives and history of the council
- facilitate and encourage the study and implementation of the *Constitution & Bylaws*

The past president should:

- advise the president when called upon
- encourage members to become knowledgeable about the *Constitution & Bylaws*
- respond to questions related to the interpretation of the *Constitution & Bylaws*
- refer to communiqués and/or annual reports from all levels
- file with the recording secretary a copy of monthly and annual reports
- be responsible for reviewing annually the council's manual of policy and procedure for any needed additions, deletions and corrections; all changes must be brought to the executive for approval before amending the manual
- be responsible for forwarding to national office proposed revisions to the *National Manual of Policy and Procedure* by December 1st of each year
- monitor/review the *National Manual of Policy and Procedure* and the council manual

ARCHIVAL TIPS

The passing on of history and tradition gives members a sense of pride and importance in belonging to the League.

The past president should:

- prepare an archival index of all materials
- arrange for the safe storage of archival material
- preserve the council history through scrapbooks, photograph albums and minutes.

RESOURCES and REFERENCES

The Canadian League magazine – a list of articles pertaining to each standing committee, as well as copies of individual articles, are available from national office.

Communiqués from national chairpersons are regularly posted on the League Web site: www.cwl.ca.

The following are available from national office:

- *Resource List*
- *Handbook for Past Presidents*

Be familiar with and promote the use of:

- *Constitution & Bylaws*
- *National Manual of Policy and Procedure*
- *Companions on the Journey 1990-2005*

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Spiritual Development



LEAGUE PRAYER

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to bless The Catholic Women's League of Canada.

Bless our beloved country,
our homes and families.

Send Your Holy Spirit upon us

to give light to our minds

and strength to our wills

that we may know and fulfil

Your great law of charity.

Teach us to share with others

at home and abroad

the good things You have given us.

This we ask through our Lord Jesus Christ

and the intercession of our patroness,

Our Lady of Good Counsel.

Amen

CHAIRPERSONS' PRAYER

Dear Lord, make me appreciative of the dignity
of my standing committee and its many responsibilities.
Never permit me to disgrace it by giving way to coldness,
unkindness or impatience.

Please bear with my faults, looking only to my intention,
which is to serve You in the person of each member
of the Catholic Women's League.

Increase my faith, bless my efforts and work

"For God and Canada."

Amen

SPIRITUAL DEVELOPMENT STANDING COMMITTEE

*Spiritual growth is the very heart of the League and the essence of its existence.
The patroness of the League is the Blessed Virgin Mary under the title of
Our Lady of Good Counsel.*

DUTIES of the CHAIRPERSON

The duties of the chairperson are:

- spiritual growth of members
- study of Catholic teachings
- role of women in the church
- evangelization and mission assistance
- lay ministries
- ecumenism and interfaith endeavours

The chairperson should:

- refer to communiqués and/or annual reports from all levels
- study and act on League resolutions adopted at each level pertaining to this standing committee
- file with the recording secretary a copy of monthly and annual reports

SPIRITUAL GROWTH of MEMBERS

The spiritual dimension sets the League apart from all other women's organizations.

The chairperson shall:

- facilitate the study of the League theme
- plan meaningful liturgies and spiritual programs in consultation with the spiritual advisor
- prepare spiritual programs for all meetings
- involve sick or shut-in members in prayer for League intentions
- organize retreats for all women of the parish
- plan special devotions for Advent and Lent
- make use of the League's *Ceremonies Booklet*
- plan a celebration on the Feast Day of Mary, April 26, Feast of Our Lady of Good Counsel; May, the month of Mary; October, the month of the Rosary; and other significant occasions
- arrange prayer vigils/honour guards for deceased members according to League protocol (*National Manual of Policy and Procedure, Appendix 2*)
- ensure League prayer leaflets, Hymn to Our Lady of Good Counsel, picture of Our Lady of Good Counsel and other items needed for meetings are on hand

The chairperson should:

- precede meetings with mass, involve members
- organize and/or encourage members to attend a bible study group
- encourage members to allow time each day for personal prayer, meditation or reading
- make use of the diocesan pastoral centre
- become a member of the parish liturgy team
- encourage members to join a lay formation program in the diocese
- participate in and help organize annual retreats

STUDY of CATHOLIC TEACHINGS

Faith is a way of life which is characterized by a constant and ongoing conversion and renewal of mind and heart. Members must constantly be in the process of spiritual growth.

The chairperson shall:

- promote and publicize courses and programs which will contribute to faith enrichment
- organize workshops
- form groups to study the *Catechism of the Catholic Church*, papal documents, *Code of Canon Law*
- study and act on League resolutions pertaining to this standing committee

The chairperson should:

- contact local Catholic information or diocesan centres to determine what materials are available
- make use of films, videos and guest speakers
- subscribe to Catholic newspapers/periodicals and other publications
- promote or establish a parish lending library for adults and children
- encourage members to join a lay formation program in the diocese

ROLE of WOMEN in the CHURCH

Women are called to take an active and responsible leadership role in the church's life and mission by actively participating in League, church and community.

The chairperson shall:

- encourage members to watch for and read new books which explore women in the scriptures
- promote an awareness of women's place in church and society as found in the scriptures
- encourage members to actively participate in the League, the church and the community by taking leadership roles
- encourage women to continue to contribute to the progress of humanity by participation in ecclesial, cultural, social and economic life in their parish communities
- become a member of the parish liturgy team

EVANGELIZATION and MISSION ASSISTANCE

Members are called to lead all people to encounter Christ. The League's mission will remain incomplete until we can say we have shared not only our material goods with others but, more importantly, our gift of faith.

The chairperson shall:

- encourage members to assist missions at home and abroad
- promote the collection for Catholic Missions In Canada

The chairperson should:

- contact local diocesan mission offices, Catholic Missions In Canada and counterparts on the next level for mission names and addresses at home and abroad

LAY MINISTRIES

The strength of League ministry can be measured in proportion to the depth of members' spirituality.

The chairperson shall promote:

- spiritual ministries – retreats, prayer and study groups
- liturgical ministries – music, parish liturgy committees, lectors, ushers, and Eucharistic ministers
- church ministries – lay leadership, pastoral facilitator and council members

ECUMENISM and INTERFAITH ENDEAVOURS

Ongoing interfaith dialogues have revealed vast areas of common action and resulted in the collaboration of churches on a range of social issues.

The chairperson shall:

- initiate joint prayer services, inviting women of other faiths to council meetings or social events
- promote awareness of the Week of Prayer for Christian Unity
- promote awareness of the World Day of Prayer, observed annually on the first Friday in March
- dialogue with leaders of Christian communities; in ecumenical dialogue, stress what we have in common rather than what divides
- celebrate World Union of Catholic Women's Organization's WUCWO Day, on May 13th each year, with a recommended prayer service

The chairperson should:

- obtain information and texts for the Week of Prayer for Christian Unity from Novalis and the Canadian Council of Churches

RESOURCES and REFERENCES

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Ongoing **resolutions** are posted on the League Web site and are also available upon request from national office. Resolutions adopted at the annual national convention are published in the fall issue of *The Canadian League* magazine.

The following are available from national office:

- *National Manual of Policy and Procedure*
- *Ceremonies Booklet*
- *Constitution & Bylaws*
- *Personal Letter Writing Guide*
- *Resource List*

Canadian Conference of Catholic Bishops (CCCCB)

CCCCB Publications Service
2500 Don Reid Dr.
Ottawa, ON K1H 2J2

Telephone Toll-free: (800) 769-1147
Facsimile: (613) 241-5090
Web site: www.cccbpublications.ca

Catholic Missions In Canada (CMIC)

CMIC

201-1155 Yonge St.

Toronto, ON M4T 1W2

Telephone Toll-free: (866) 937-2642

Facsimile: (416) 934-3425

Web site: www.cmic.info

Contact national office for information on obtaining the following documents:

Christifideles Laici – Post Synodal Apostolic Exhortation of His Holiness John Paul II on the Vocation and Mission of the Lay Faithful in the Church and in the World (1989)

Mulieris Dignitatem – Pope John Paul II's *Apostolic Letter on the Dignity and Vocation of Women* (1988)

Evangelization in the Modern World – Pope Paul VI, 1975 and study guide (CCCB)

To Speak as a Christian Community – a pastoral message on inclusive language

National Bulletin on Liturgy

Current addresses for additional resources may be obtained from the chairperson at the next level.

PROTOCOL For HONORARY LIFE/LIFE MEMBERS

	Diocesan	Prov'l	Nat'l
Annual Conventions			
Mail convention information (including tentative agenda)	X	X	X
Notify in advance regarding planned participation in convention liturgies (e.g., gift bearers)	X	X	X
Reserve seating in church for convention opening liturgy – front seats on left side	X	X	X
Issue voting cards	X	X	X
Reserve tables at business sessions/luncheons/banquets	X	X	X
Include in Roll Call of Convention	X	X	X
Issue written invitations to specific convention receptions or include in registration package	X	X	X
National Conventions Only – Formal Opening			
Honorary life members included in liturgical procession following flag bearers			X
HLM reserved seating in church – front seats on left side in front of the life members			X
Convention Closing – honorary life members ushered to reserved seating in church			X
During the Year			
Send parish council mailings			X
Send complimentary newsletters (if applicable)	X	X	
Send convention minutes on request	X	X	X
Life Member Liaisons			
National liaison writes congratulatory letter to new life members			X
National liaison communicates with provincial liaison			X
Provincial liaison communicates with diocesan liaison (if applicable)		X	
Diocesan liaison communicates with local life and honorary life members (if applicable)	X		

National President: writes congratulatory letter to new life members each year.
Executive Director: writes letter to parish council presidents advising member has received a life membership.
Provincial/diocesan presidents are encouraged to write to new life members.

PROTOCOL for DECEASED MEMBERS

It is fitting that council members take time to remember deceased members in a special way. Parish councils should discuss, review and set a basic policy for remembering deceased members. It is essential that the spiritual advisor be consulted as customs and requirements vary from parish to parish.

Suggestions for CWL Funerals

(1) A League member should contact the family to offer assistance. The member should also explain how the CWL can be involved with respect to an honour guard, procession, and vigil prayers. The member should request permission from the family of the deceased in this regard.

(2) A situation may arise in which the deceased person has not paid her membership fees for a number of years. She may have been in a personal care home or her health was such that she was unable to be an active member of the League. Whatever the reason, councils are requested to respect that this person supported the League in the past and an honour guard would be appropriate.

(3) Members should visit the funeral home/home/church as a group. When signing the guest book, indicate CWL. The president or her delegate (i.e. spiritual development chairperson) should lead the vigil prayers which may be found in the *Handbook for Spiritual Advisors*, and the *Ceremonies* booklet.

(4) Members should be contacted to form a guard of honour for the funeral. They could wear CWL scarves, stoles, arm bands or crest buttons and their League pin. Honour guard suggestions:

- a) Members line up on either side of the stairs or entrance to the church. Once the greeting prayers have been said by the priest, the guard of honour follows the casket to the front of the church and usually sits directly behind the pallbearers. The funeral director will direct the members in the guard as to when to enter, where to sit and when to leave.
 - b) Some honour guards sit together, behind the pall bearers without a procession.
 - c) Members sit at the end of the pews lining the aisle of the church, beginning from back to front, depending on the number of members present. Each member stands holding a lighted candle as the funeral procession enters and leaves the church. (in accordance with local fire regulations)
 - d) Line up each side of the sidewalk from the church to the hearse, holding lighted candles (depending on weather), again following the direction of the funeral director.
- (5) One member should be appointed to be responsible for order during the guard of honour to:
- a) instruct members where to sit or stand
 - b) distribute, light and collect candles
 - c) communicate with the presider and the funeral director
 - d) ensure that respect and order is maintained by silence and quiet prayer.

- (6) If a funeral luncheon is needed for the family and friends, the following may be considered:
- a) lunch served at the church center or in the home
 - b) council members donating or purchasing and preparing food
 - c) in parishes with numerous funerals, councils purchase, prepare and serve the food, charging a nominal fee
 - d) prepare and serve the food that has been donated by the family
 - e) serve a hot buffet or sandwiches and small cakes may be appropriate
 - f) give the leftover food to the family or charity

The *New Order of Christian Family* (1990), states that only Christian symbols may rest on or be placed near the coffin during the funeral liturgy. Flags or insignia of associations may be used during the vigil but should not be used during the Resurrection liturgy. In some parishes, the CWL pall is now being used on the ambo, on the side of the altar or on a side table with flowers, folded with only half showing. Where the League flag or banner is used it should be placed discreetly to the side of the sanctuary or place of assembly. If not used in the church, it may be appropriate to place it in the hall or center where the luncheon is being served.

Members could participate in the liturgy if requested by the presider or the family; i.e., candle bearer, altar assistant, reader, prayers of the faithful, resurrection choir, welcome/hospitality minister, etc.

As soon as possible, complete the *Form For Reporting Deceased Members*, signed by the council president and/or spiritual development chairperson. Send the completed form to national office.

Provincial chairpersons of spiritual development will review, revise as necessary, and approve a complete list of all deceased members for their province as compiled by national office for inclusion in the *Book of Life*.

(NOTE: the *Book of Life* is used at national, provincial and diocesan conventions as a symbol of those faithful deceased members. Many parish councils have also made a *Book of Life* for use at special CWL Eucharistic celebrations or prayer services).

Some parish councils hold a memorial prayer service for deceased members some time after the funeral, with the next regular meeting, or as a special service once a year in November. They may wish to prepare their own liturgical service or use the service found in the *CWL Prayer Service for A Deceased Member*, the *Handbook for Spiritual Advisors*, and the *Ceremonies* booklet.

Ministering to the bereaved family is the responsibility of the Christian community and is very important in the grieving process. Members have always played an active part by visiting the homes and offering support to families in any way possible.

BOOK of LIFE PROTOCOL

Councils on all levels should prepare a Book of Life to record the names of deceased members of The Catholic Women's League of Canada. During the opening ceremonies at convention, the Book of Life is placed on a stand or small table designated by the liturgy committee in the church sanctuary prior to the opening celebration. Following are suggestions to help in preparing a Book of Life:

- 1) Using a sturdy three-ring binder, cover the book with suitable material (e.g. velvet, satin), blue or white in colour with the League crest displayed on the front.
- 2) The title page should include the name of the council.
- 3) Use good quality paper to record the names which can either be printed, calligraphed, or typed.
- 4) At parish level, enter the name of the deceased member and the date of death, **by year**. At diocesan and provincial level, include the name of the CWL council.
- 5) At parish level, you might wish to include a page of information that contains a short write-up of the deceased member's service to the League. This will be useful when writing historical items.
- 6) The names of national, provincial, diocesan and parish council presidents should be noted.
- 7) It would also be appropriate to include a list of deceased spiritual advisors in the *Book of Life*.

SAMPLE

**The Catholic Women's League of Canada
Anytown, Anyprovince
Our Lady of Good Counsel Parish Council**

1994

NAME	DATE OF DEATH
Smith, Mary	January 12 th
Brown, Alice	February 18 th
Jones, Ann (President 1988-90)	March 3 rd

Organization



LEAGUE PRAYER

We humbly pray You, O God our Father,
to bless The Catholic Women's League of Canada.

Bless our beloved country,
our homes and families.

Send Your Holy Spirit upon us

to give light to our minds

and strength to our wills

that we may know and fulfil

Your great law of charity.

Teach us to share with others

at home and abroad

the good things You have given us.

This we ask through our Lord Jesus Christ

and the intercession of our patroness,

Our Lady of Good Counsel.

Amen

CHAIRPERSONS' PRAYER

Dear Lord, make me appreciative of the dignity
of my standing committee and its many responsibilities.
Never permit me to disgrace it by giving way to coldness,
unkindness or impatience.

Please bear with my faults, looking only to my intention,
which is to serve You in the person of each member
of the Catholic Women's League.

Increase my faith, bless my efforts and work

“For God and Canada.”

Amen

ORGANIZATION STANDING COMMITTEE

The organization standing committee provides leadership direction to the organization.

DUTIES of the CHAIRPERSON

The duties of the chairperson are:

- recruit members and maintain membership
- leadership development
- League resource material
- annual reports
- life membership

The chairperson should:

- refer to communiqués and/or annual reports from all levels
- study and act on League resolutions adopted at each level pertaining to this standing committee
- consult with the chairperson of organization at the next level to establish/revise policies and procedures for the council
- file with the recording secretary a copy of monthly and annual reports

RECRUIT MEMBERS and MAINTAIN MEMBERSHIP

The strength of the League is in its membership.

The chairperson shall:

- promote the League in order to recruit new members
- conduct membership campaigns
- be aware that per capita fees are due and payable on January 1st of each year
- in consultation with the council treasurer, ensure that per capita fees are remitted promptly to national office
- identify the needs of current members and those of the women of the parish and plan programs to meet those needs
- hold a Reception of New Members ceremony as outlined in the *Handbook for Spiritual Advisors* and the *Ceremonies Booklet*
- file with the recording secretary a copy of the monthly and annual reports

The chairperson should:

- use personal contact for enlisting new members and renewing past memberships
- consider presenting new members with a New Member Kit, which contains a list of the membership roster together with any other items decided by the council
- make personal follow-up contact with members who have not renewed

LEADERSHIP DEVELOPMENT

Great League members do not just happen; they must be encouraged, trained and supported.

The chairperson shall:

- present orientation and League development programs
- promote and encourage attendance of members at League functions, development days, workshops, training days and conventions
- promote long-range planning for all standing committees
- be aware of development fund guidelines and applications for subsidies (consult the *National Manual of Policy and Procedure*, Appendix 3)

The chairperson should:

- contact her counterpart at the next level for assistance in organizing a leadership program for the council

LEAGUE RESOURCE MATERIAL

To ensure the council operates efficiently and effectively, it is essential to have a good working knowledge of the League

The chairperson shall:

- ensure the council has a copy of all League publications
- be familiar with, and promote the use of, League publications including *Leading the League* and *Handbook for Organization Chairpersons*.
- be familiar with, and promote the use of, national office inventory items

ANNUAL REPORTS

Reports are an important means of communicating with others in the parish, the community and the country at large.

The chairperson shall:

- annually circulate the Guidelines For Written Annual Reports (see All Chairpersons Section)
- ensure that the guidelines are followed

LIFE MEMBERSHIP

Councils benefit greatly from the experience and expertise of life members.

The chairperson shall:

- be aware of any life members in the council
- be aware of the member responsible for life members at the next level

RESOURCES and REFERENCES

The Canadian League magazine – a list of articles pertaining to each standing committee, as well as copies of individual articles, are available from national office.

Communiqués from national chairpersons are regularly posted on the League Web site: www.cwl.ca.

The following are available from national office:

- *National Manual of Policy and Procedure*
- *Constitution & Bylaws*
- *Personal Letter Writing Guide*
- *Resource List*
- *Handbook for Organization Chairpersons*

Be familiar with and promote the use of:

- *Constitution & Bylaws*
- *National Manual of Policy and Procedure*
- CWL promotional leaflets and posters
- *Executive Handbook*
- *The Canadian League* magazine
- *Be League* e-newsletter
- *Ceremonies Booklet*
- *Leading the League*

Canadian Conference of Catholic Bishops (CCCCB)

CCCCB Publications Service

2500 Don Reid Dr.

Ottawa, ON K1H 2J2

Phone Toll-free: (800) 769-1147

Fax: (613) 241-5090

Web site: www.cccbpublications.ca

Current addresses for additional resources may be obtained from the chairperson at the next level.

Christian Family Life



LEAGUE PRAYER

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Bless our beloved country,
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Send Your Holy Spirit upon us
to give light to our minds
and strength to our wills
that we may know and fulfil
Your great law of charity.

Teach us to share with others
at home and abroad

the good things You have given us.

This we ask through our Lord Jesus Christ
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Amen

CHRISTIAN FAMILY LIFE STANDING COMMITTEE

The path toward the future passes through the family.

DUTIES of the CHAIRPERSON

The duties of the chairperson are:

- marriage and family
- sanctity of life
- ministry to:
 - youth
 - disabled
 - seniors
 - single
- vocations

The chairperson should:

- refer to communiqués and/or annual reports from all levels
- study and act on League resolutions adopted at each level pertaining to this standing committee
- file with the recording secretary a copy of monthly and annual reports

MARRIAGE and FAMILY

The family is the basic cell of society. It is the cradle of life and love, the place in which the individual “is born” and “grows.”

(Christifideles Laici)

The chairperson shall:

- promote programs that enrich and support all aspects of home and family life such as:
 - encounter weekends for engaged couples
 - marriage preparation courses
 - marriage encounter weekends
 - natural family planning methods
 - programs for single-parent families
 - parenting courses
 - stress workshops
- offer gifts and welcoming pamphlets to newlyweds, couples celebrating their children’s baptism, confirmation, etc.
- arrange for speakers on topics related to marriage and the family; hold workshops
- celebrate National Family Week, special masses and liturgical celebrations for married couples, Mother’s Day, Father’s Day, special anniversaries

SANCTITY of LIFE

It is the belief of the League that the right to life is sacred from the moment of fertilization to natural death.

The chairperson shall:

- encourage members to join and support local, provincial and national pro-life groups
- initiate and encourage members to support pro-life walks, marches, fund-raisers and meetings
- encourage members to make their views known to politicians and the media
- educate and keep members informed of the church's teaching on pro-life issues
- attend and provide workshops on pro-life and ethical issues
- support pro-life legislation and legislators

The chairperson should:

- pray
 - at prayer services
 - for pro-life issues
 - using pro-life rosary
 - support Life Chain
- minister to the abused
- offer friendship and help to single parent families and caregivers

MINISTRY to YOUTH

Young people are the church, the people of God. Youth today have much to share; an exchange of ideas between generations is a source of growth and renewal for all.

The chairperson should:

- provide meaningful programs for young people
- encourage young people to share their gifts in ministry with peers
- support and encourage youth ministers
- sponsor, encourage and invite young people to work in the church, share their talents and take part in liturgical services, youth rallies and other functions provided by parishes/dioceses
- support and provide programs that:
 - teach chastity as a way of life
 - nourish spiritual growth
 - educate youth regarding ecumenism
- make use of existing programs
- subscribe to Catholic magazines, videos and books for use in the local community/school/parish library
- support and initiate shelters/programs for abused youth

MINISTRY to DISABLED

The aim of each council is to create an attitude that regards disabled individuals not only as people to be loved and served, but as responsible partners in the church's mission.

The chairperson should:

- invite disabled people to take part in liturgical celebrations
- organize support groups and respite for caregivers
- assist disabled persons living on their own
- urge communities to make churches and other public buildings accessible
- provide transportation
- support and initiate shelters/programs for abused disabled

MINISTRY to SENIORS

Seniors provide a gift to society of tradition and heritage acquired through a lifetime of experience.

The chairperson should:

- involve seniors in intercessory prayer
- pray with seniors in their homes
- visit seniors in their homes and share a meal
- involve seniors in suitable projects in seniors complexes
- initiate social programs for seniors in the parish
- support and initiate shelters for abused seniors
- provide respite care for caregivers
- invite senior members to share their faith story
- offer transportation services
- invite newly-retired members to share their expertise by preparing programs for the council

MINISTRY to WIDOWED

By the sharing of their gifts in church and society, the widowed may find their personal fulfilment in reaching out to others.

The chairperson should:

- encourage participation in projects and programs offered in the parish
- invite the widowed to attend community events
- include the widowed/their children in family outings
- ensure that there is a bereavement program in the parish
- invite the widowed to council meetings and social events, arranging transportation where required

MINISTRY to SEPARATED and DIVORCED

Many single and divorced people face the responsibility of raising children alone. The need to express the message of hope by offering assistance can be very beneficial.

The chairperson should:

- be available if they need to confide in someone
- offer babysitting services to allow free time for the parent
- assist with programs of interest to them
- invite the separated and divorced to join group outings

VOCATIONS

Vocations “are a gift of God” and “they are born in communities of faith...” (Ecclesia in America)

The chairperson should:

- encourage prayer for vocations
- invite priests and religious to speak on vocations
- encourage families to invite priests and religious into their home
- encourage families to discuss vocations with children, grandchildren and friends
- promote and distribute materials that offer tips on making the family a community of faith
- adopt seminarians and/or novitiates
- support travelling chalice/crucifix programs

RESOURCES and REFERENCES

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2500 Don Reid Dr.	Fax: (613) 241-5090
Ottawa, ON K1H 2J2	Web site: www.cccbpublications.ca

Catholic Organization for Life and Family (COLF)

COLF	Phone: (613) 241-9461
2500 Don Reid Dr.	Fax: (613) 241-8117
Ottawa, ON K1H 2J2	

Current addresses for additional resources may be obtained from national office and/or your diocesan council.

- Canadian Catholic Bioethics Institute
- Theology of the Body Institute
- Catholic Engaged Encounter Canada
- Catholic Marriage Preparation
- Marriage Encounter Canada
- National Evangelization Team
- Catholic Health Alliance of Canada
- Euthanasia Prevention Coalition
- The Vanier Institute of the Family
- Canadian Association of Family Resources

Community Life



LEAGUE PRAYER

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our homes and families.

Send Your Holy Spirit upon us

to give light to our minds

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Teach us to share with others

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Amen

COMMUNITY LIFE STANDING COMMITTEE

Wherever there are people in need of food and drink, clothing, housing, medicine, employment, education; wherever (people) lack the facilities necessary for living a truly human life or are afflicted with serious distress or illness or suffer exile or imprisonment, there Christian charity should seek them out and find them, console them with great solicitude, and help them with appropriate relief. This obligation is imposed above all upon every prosperous nation and person.

(Decree on the Apostolate of the Laity)

DUTIES of the CHAIRPERSON

The duties of the chairperson are:

- dignity and rights of persons
- social and economic justice
- refugees, immigration and citizenship
- Canadian Catholic Organization for Development and Peace (CCODP)
- developing countries

The chairperson should:

- refer to communiqués and/or annual reports from all levels
- study and act on League resolutions adopted at each level pertaining to this standing committee
- file with the recording secretary a copy of monthly and annual reports

DIGNITY and RIGHTS of PERSONS

It is our responsibility, as Christian women and members of a national organization, to play an active role in opposing discrimination wherever and in whatever form it appears.

The chairperson shall:

- become familiar with the Universal Declaration of Human Rights
- acquire an understanding of minority issues
- become knowledgeable about human trafficking and its prevention
- encourage members to actively denounce social injustice and violation of human rights issues at home and abroad such as trafficking, domestic violence, bullying, homelessness, poverty or issues affecting Indigenous peoples

SOCIAL and ECONOMIC JUSTICE

We must be active in making sure the most vulnerable members in our society are protected with love and justice.

The chairperson shall:

- encourage members to participate in the work of organizations caring for those in need
- be familiar with restorative justice programs/prison ministry
- promote the Catholic Near East Welfare Association (CNEWA)

REFUGEES, IMMIGRATION and CITIZENSHIP

Canada and the League have a long standing tradition of welcoming new citizens.

The chairperson shall:

- become informed about Canada's official immigration and refugee policies
- become knowledgeable about the needs of immigrants and refugees in the community
- encourage members to volunteer at refugee and immigration centres
- welcome immigrants and refugees into the community
- offer assistance where needed
- support and celebrate the concept of national unity in the community
- become informed about affairs affecting Canadian war veterans

The chairperson should:

- assist in English as a Second Language (ESL) programs; if there are no classes available, start one in the community

CANADIAN CATHOLIC ORGANIZATION for DEVELOPMENT and PEACE (CCODP)

CCODP is Canada's official Catholic overseas development organization, launched by the CCCB.

The chairperson shall:

- promote individual and council participation in raising funds for the national voluntary fund
- promote the use of CCODP Share Lent resources in the parish
- support CCODP Education and Action Fall Campaign

The chairperson should:

- encourage members to contribute 1% of personal expenditures to CCODP
- encourage the council to contribute 1% of its revenues to CCODP

DEVELOPING COUNTRIES

To help a family become economically independent is to help a community become economically independent.

The chairperson shall:

- invite guest speakers from developing nations, or other people who have visited or lived in those countries, to meetings
- become knowledgeable through study about the economic difficulties of developing countries

The chairperson should:

- criticize structures that put profits before people and pressure governments to change these structures
- become aware of conditions of child labour in developing countries and urge independent study of codes of conduct
- be aware of the implications of trade laws and practices in the global economy

RESOURCES and REFERENCES

The Canadian League magazine

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2500 Don Reid Dr.	Fax: (613) 241-5090
Ottawa, ON K1H 2J2	Web site: www.cccbpublications.ca

Canadian Catholic Organization for Development and Peace (CCODP)

CCODP	Phone Toll-free: (800) 494-1401
10 St. Mary Street, Suite 420	Fax: (416) 922-0957
Toronto, ON M4Y 1P9	Web site: www.devp.org

Current addresses for additional resources may be obtained from national office and/or your diocesan council.

Education and Health



LEAGUE PRAYER

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Amen

EDUCATION and HEALTH STANDING COMMITTEE

*The League's initial mandate was to help new citizens of Canada –
a country that is honoured as one of the best countries in which to live.
Health care and education are but two of the reasons
Canada is held in such high regard.*

DUTIES of the CHAIRPERSON

The duties of the chairperson are:

- Catholic education
 - (i) Catholic schools and catechesis
 - (ii) rites of Christian initiation
- literacy and continuing education
- scholarships and bursaries
- wellness and sickness/disease
- environment
- genetics

The chairperson should:

- refer to communiqués and/or annual reports from all levels
- study and act on League resolutions adopted at each level pertaining to this standing committee
- file with the recording secretary a copy of monthly and annual reports

CATHOLIC EDUCATION

i) CATHOLIC SCHOOLS AND CATECHESIS

ii) RITES OF CHRISTIAN INITIATION

Catholic education strives for the development of the human person in every aspect of his/her being, in order that he/she may develop spiritually, physically and socially.

The chairperson shall:

- be aware of the quality of Catholic religious instruction in schools and parishes
- encourage parent participation in all areas of school activities
- assess needs in local schools that could be met by members
- read and discuss the family life program being offered in school
- promote the Holy Childhood Association

The chairperson shall:

- become involved in the sacramental initiation programs in the parish
- encourage members to volunteer in the RCIA program

LITERACY and CONTINUING EDUCATION

Pope John Paul II chose to address the topic of illiteracy in his 1995 Lenten message as “the hidden evil which deprives a great number of poor people of many possibilities for progress.” Education is a life-long process. Promote continuing education programs in your community by:

The chairperson shall:

- encourage members to assist those who wish to improve their literacy skills
- encourage members to become trained literacy tutors

SCHOLARSHIPS and BURSARIES

Support the National Bursary Fund and the Coady International Institute Fund. These funds assist League members or potential lay leaders from abroad to take courses which will prepare them to serve in their respective communities.

The chairperson shall:

- research and make available a comprehensive list of scholarships and bursaries that could be accessed by Catholic women in the community
- encourage the council to donate money for scholarships and bursaries at the local level
- encourage members to take courses and to apply to the CWL National Bursary Fund (see *National Manual of Policy and Procedure*, Appendix 3)
- encourage the council to learn more about the Coady International Institute and encourage financial support

WELLNESS and SICKNESS/DISEASE

It is vitally important that we work for universal access and excellence of quality in the health care system.

The chairperson shall:

- be aware of the current state of health care
- encourage members’ involvement in organizations providing health care, palliative care and crisis intervention
- support public health programs aimed at controlling the spread of diseases
- promote and participate in community programs and lectures on health care issues

ENVIRONMENT

The environment needs protection and sustainable development.

The chairperson shall:

- study and promote ecologically sound practices

GENETICS

Society is in danger of being directed by what can be done technologically rather than by what ought to be done.

The chairperson shall:

- monitor and study the advantages and disadvantages of such scientific developments in light of the teachings of the Catholic church

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Catholic Health Alliance of Canada (CHAC)

CHAC	Phone: (613) 562-6262 (ext. 2164)
Annex C, St-Vincent Hospital	Fax: (613) 782-2857
60 Cambridge St. N	Web site: www.chac.ca
Ottawa, ON K1R 7A5	

Canadian Conference of Catholic Bishops (CCCB)

CCCB Publications Service	Phone Toll-free: (800) 769-1147
2500 Don Reid Dr.	Fax: (613) 241-5090
Ottawa, ON K1H 2J2	Web site: www.cccbpublications.ca

Coady International Institute

Coady International Institute	Telephone Toll-free: (866) 820-7835
St. Francis Xavier University	Fax: (902) 867-3907
P.O. Box 5000	Web site: www.coady.stfx.ca
Antigonish, NS B2G 2W5	

Current addresses for additional resources may be obtained from national office and/or your diocesan council.

Communications



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Amen

COMMUNICATIONS STANDING COMMITTEE

To announce and communicate, by words and action, the Good News of the gospel.

DUTIES of the CHAIRPERSON

The duties of the chairperson are:

- *The Canadian League* magazine
- Media, including social media:
 - (i) for evangelization
 - (ii) to promote the League
 - (iii) evaluation and promotion of good content
 - (iv) newsletters and bulletins
- media relations
- pornography

The chairperson should:

- refer to communiqués and/or annual reports from all levels
- study and act on League resolutions adopted at each level pertaining to this standing committee
- file with the recording secretary a copy of monthly and annual reports

THE CANADIAN LEAGUE MAGAZINE

The best asset any organization can have is a publication through which its aims, objects and news may be broadcast among its members. *(“Except the Lord Build the House...”)*

The chairperson shall:

- invite members to contribute articles to the magazine
- encourage members to read the magazine
- encourage members to use the magazine as a resource

MEDIA for EVANGELIZATION

The world of the mass media represents a new frontier for the mission of the church because it is undergoing a rapid and innovative development and has an extensive world-wide influence on the formation of mentality and customs. *(Christifideles Laici)*

The chairperson shall:

- publicize faith-oriented programs
- publicize World Communications Day (first Sunday in June)

MEDIA to PROMOTE the LEAGUE

The introduction of the electronic media expands the League's ability to publicize Christian values.

The chairperson shall

- be responsible for releasing all council news stories, in consultation with the president
- make use of local media to advertise council activities and special events
- encourage members to utilize the League's Web site for up-to-date information
- encourage members to make use of Facebook and Twitter

The chairperson should:

- encourage the council to budget sums of money for publicity
- encourage members to access information through their community access sites, i.e., libraries, schools
- organize a telephone committee to invite members to monthly meetings and special events

MEDIA EVALUATION and PROMOTION of GOOD CONTENT

Freedom of speech has been recognized as a basic right. With this freedom comes responsibility.

The chairperson shall:

- encourage members to monitor media content
- encourage members to make their opinions known to producers, network executives, advertisers, Canadian Radio-television and Telecommunications Commission and the Canadian Broadcast Standards Council
- encourage and promote good television viewing
- encourage members to observe children's use of the Internet

The chairperson should:

- organize a program inviting members to discuss television/radio programs, newspaper articles, movies and rock/music videos
- be aware of software programs and chips available to help censor media content, i.e., *Net Nanny* for computers, V-chip for television
- request a copy of, and follow, television rating guide

NEWSLETTERS and BULLETINS

The written word is a fixed and visible means of publicity

The chairperson shall:

- publish a newsletter
- insert items of interest in the parish bulletin regularly

The chairperson should:

- arrange delivery of newsletters to shut-ins

MEDIA RELATIONS

Positive relationships promote positive images.

The chairperson shall:

- be aware that the council president is the official spokesperson
- introduce the president to the media in her area
- attend workshops/seminars on media relations
- ensure that information received from all other levels is shared with members
- subscribe to at least one Catholic newspaper

TIPS on MEDIA INTERVIEWS

The chairperson should:

- discuss questions to be asked before the interview begins
- remain focused on the objective of the interview
- recognize that what is said could be quoted, so words should be chosen carefully
- prepare short clips of words and phrases
- ask that unclear questions be repeated
- refrain from personal comments and speaking off the record
- treat all journalists with respect
- observe media deadlines
- have back-up materials available for quick reference
- use plain language

PORNOGRAPHY

Pornography dictates that the satisfaction of one's own desires is all that matters. It leaves in its wake broken marriages, estranged and molested children, shattered young people, and deteriorating neighbourhoods.

The chairperson shall:

- become aware of the influence that pornography has on children and adults
- support national campaigns such as Pornography Hurts
- promote organizations concerned about and working towards the elimination of pornography
- encourage members to continue writing to the prime minister, minister of justice and local members of parliament urging them to continue to object to pornography in all its forms

RESOURCES and REFERENCES

The Canadian League magazine – a list of articles pertaining to each standing committee, as well as copies of individual articles, are available from national office.

Communiqués from national chairpersons are regularly posted on the League Web site: www.cwl.ca.

Ongoing **resolutions** are posted on the League Web site and are also available upon request from national office. Resolutions adopted at the annual national convention are published in the fall issue of *The Canadian League* magazine.

The following are available from national office:

- *National Manual of Policy and Procedure*
- *Resource List*
- *Constitution & Bylaws*
- *Personal Letter Writing Guide*

Canadian Conference of Catholic Bishops (CCCB)

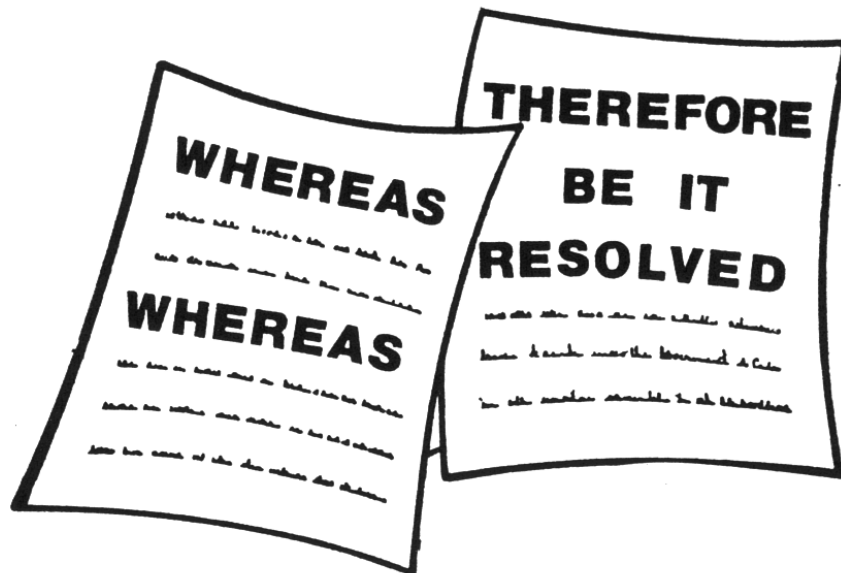
CCCB Publications Service Phone Toll-free: (800) 769-1147
2500 Don Reid Dr. Fax: (613) 241-5090
Ottawa, ON K1H 2J2 Web site: www.cccbpublications.ca

Canadians Addressing Sexual Exploitation (C.A.S.E.)

C.A.S.E. Phone: (519) 728-3432
360 Country Rd. 31 Web site: www.4case.ca
Belle River, ON N0R 1A0

Current addresses for additional resources may be obtained from national office and/or your diocesan council.

Resolutions



LEAGUE PRAYER

We humbly pray You, O God our Father,
to bless The Catholic Women's League of Canada.

Bless our beloved country,
our homes and families.

Send Your Holy Spirit upon us
to give light to our minds
and strength to our wills
that we may know and fulfil
Your great law of charity.

Teach us to share with others
at home and abroad

the good things You have given us.

This we ask through our Lord Jesus Christ
and the intercession of our patroness,

Our Lady of Good Counsel.

Amen

CHAIRPERSONS' PRAYER

Dear Lord, make me appreciative of the dignity
of my standing committee and its many responsibilities.
Never permit me to disgrace it by giving way to coldness,
unkindness or impatience.

Please bear with my faults, looking only to my intention,
which is to serve You in the person of each member
of the Catholic Women's League.

Increase my faith, bless my efforts and work
"For God and Canada."

Amen

RESOLUTIONS STANDING COMMITTEE

Policies are established, programs are planned, or concerns and views are expressed through resolutions.

DUTIES of the CHAIRPERSON

The duties of the chairperson are:

- research and preparation of resolutions and briefs
- study and implementation of resolutions adopted by other levels
- at provincial and national levels, presentation of resolutions to government

The chairperson should:

- refer to communiqués and/or annual reports from all levels
- file with the recording secretary a copy of monthly and annual reports
- become familiar with resolutions that require action and those that have been archived as listed on cwl.ca

RESEARCH and PREPARATION of RESOLUTIONS and BRIEFS

A resolution is similar to a motion in that it introduces new business to an assembly. The new business is introduced in the form of a resolution because of its formality, its length or its complexity.

The chairperson shall:

- become aware of issues
- discuss issues with council and consider forming resolutions
- by motion, form an ad hoc committee to research and study and bring recommendations back to the council
- be aware that she must be a member of the committee in some capacity
- be aware that the president is an ex officio member
- determine whether or not the League has previously adopted a resolution or position on the topic
- refer to communiqués and/or annual reports from all levels for ideas
- become familiar with the resolutions process and criteria as outlined in Appendix 1 of the *National Manual of Policy and Procedure*

STUDY and IMPLEMENTATION of RESOLUTIONS ADOPTED by OTHER LEVELS

Resolutions are only words on paper until action is taken. Implementation of resolutions is a large part of the annual work of League members.

The chairperson shall:

- study resolved clauses to determine action to be taken
- encourage action be taken as soon as possible after resolutions have been adopted at the level of their final destination

The chairperson should:

- encourage members to write letters to their members of parliament, once the resolutions have been adopted; the letter could include the comment that the national executive will be presenting the resolutions to government

- refer to the *Personal Letter Writing Guide*
- review the *National Manual of Policy and Procedure*, Appendix 1

AT PROVINCIAL and NATIONAL LEVELS, PRESENTATION of RESOLUTIONS to GOVERNMENT

The League has a strong voice and is continually commended for the quality of its resolutions, and on the research and documentation that has gone into their preparation.

The chairperson shall:

- arrange meetings with the appropriate government officials to discuss the resolutions

RESOURCES and REFERENCES

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The following are available from national office:

- *Constitution & Bylaws*
- *Personal Letter Writing Guide*
- *Resource List*
- *National Manual of Policy and Procedure*

Canadian Conference of Catholic Bishops (CCCB)

CCCB Publications Service	Telephone Toll-free: (800) 769-1147
2500 Don Reid Dr.	Facsimile: (613) 241-5090
Ottawa, ON K1H 2J2	Web site: www.cccbpublications.ca

Current addresses for additional resources may be obtained from national office and/or your diocesan council.

Legislation



LEAGUE PRAYER

We humbly pray You, O God our Father,
to bless The Catholic Women's League of Canada.

Bless our beloved country,
our homes and families.

Send Your Holy Spirit upon us

to give light to our minds

and strength to our wills

that we may know and fulfil

Your great law of charity.

Teach us to share with others

at home and abroad

the good things You have given us.

This we ask through our Lord Jesus Christ

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Amen

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of the Catholic Women's League.

Increase my faith, bless my efforts and work

“For God and Canada.”

Amen

LEGISLATION STANDING COMMITTEE

*Legislation is social justice in action.
It is the carrying out of League resolutions to influence government policy.*

DUTIES of the CHAIRPERSON

The duties of the chairperson are:

- monitor and study legislation at all levels of government
- preparation of briefs and position papers on proposed legislation

The chairperson should:

- refer to communiqués and/or annual reports from all levels
- study and act on League resolutions adopted at each level pertaining to this standing committee
- file with the recording secretary a copy of monthly and annual reports

MONITOR and STUDY LEGISLATION at ALL LEVELS of GOVERNMENT

Legislation affects everyone and everything we have and do.

The chairperson shall:

- know the local, provincial and federal government representatives
- ask to be put on their mailing list to receive information
- attend public forums sponsored by government and report back to the council
- keep informed on issues pertaining to government
- keep informed about resolutions and briefs presented to government
- be aware that the council president is the official spokesperson
- ensure all letters to government are signed by the president
- obtain copies of bills relevant to a resolution being followed
- work closely with the chairperson of resolutions to review previous resolutions and draft new ones

The chairperson should:

- access *Hansard*, a printed record of the proceedings of government, which may be viewed on the parliamentary Web site or obtained from the library
- refer to the *Personal Letter Writing Guide* available from national office

PREPARATION of BRIEFS and POSITION PAPERS on PROPOSED LEGISLATION

The chairperson shall be familiar with the process of developing position papers as outlined in the *National Manual of Policy and Procedure*, Appendix 1: Resolutions

RESOURCES and REFERENCES

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- *Personal Letter Writing Guide*

Canadian Conference of Catholic Bishops (CCCCB)

CCCCB Publications Service	Telephone Toll-free: (800) 769-1147
2500 Don Reid Dr.	Facsimile: (613) 241-9048
Ottawa, ON K1H 2J2	Web site: www.cccb.ca

Current addresses for additional resources may be obtained from national office and/or your diocesan council.

Additional resources pertaining to this standing committee are available on request from national office:

- a) *The Legislative Process*
- b) information on how to obtain *Hansard, Status of Bills and Motions*, and offices of other organizations
- c) information on writing and presenting a brief

Parish Activities



LEAGUE PRAYER

We humbly pray You, O God our Father,
to bless The Catholic Women's League of Canada.

Bless our beloved country,
our homes and families.

Send Your Holy Spirit upon us
to give light to our minds
and strength to our wills
that we may know and fulfil
Your great law of charity.

Teach us to share with others
at home and abroad

the good things You have given us.

This we ask through our Lord Jesus Christ
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Our Lady of Good Counsel.

Amen

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of the Catholic Women's League.

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Amen

PARISH ACTIVITIES STANDING COMMITTEE

“We believe simply that this old and venerable structure of the parish has an indispensable mission of great contemporary importance: to create the basic community of the Christian people; to initiate and gather the people in the accustomed expression of liturgical life; to conserve and renew the faith in the people of today; to serve as the school for teaching the salvific message of Christ; to put solidarity in practice and work the humble charity of good and brotherly works.” (Paul VI, Christifideles Laici)

DUTIES of the CHAIRPERSON

The duties of the chairperson are:

- liaison and cooperation with parish pastoral councils
- parish assistance

LIAISON and COOPERATION with PARISH PASTORAL COUNCILS

Pastoral councils and League councils working together can best address the needs of parish members.

The chairperson shall:

- in consultation with the president, appoint a council member to attend parish pastoral council meetings and report on League activities and projects
- encourage communication and cooperation with other parish groups
- report on pastoral council activities at parish council meetings

PARISH ASSISTANCE

League members are known for their generosity, whether it be as a volunteer in the community or raising funds for a worthy project.

The chairperson shall:

- encourage members to assist in fundraising for the parish

General tip:

If appointed by the president in consultation with the executive, a **parish activities representative** should complete an annual report of activities and forward it to the diocesan president for information only by December 15th. If no appointment, the president and executive are responsible for completing the report. (See the All Chairpersons section)

All Chairpersons



LEAGUE PRAYER

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Amen

GENERAL INFORMATION

SUGGESTIONS

- maintain contact with counterparts at other levels as an important source of information
- use *The Canadian League* magazine as a resource
- prepare a resource list of people and programs in the community that would be of interest to members
- network and share ideas and information with chairpersons in other councils
- consider inviting sub-chairpersons to share the work of the standing committee
- refer to communiqués and/or annual reports for ideas from all levels
- access the League's Web site: www.cwl.ca

INDEX FILES

- prepare an index of file contents
- be aware of the goals and achievements of previous chairperson
- remove materials of historical value and turn them over to the council archivist
- maintain a loose-leaf binder for frequently-used items and those items that may be needed for reference at meetings

OUTGOING CHAIRPERSON'S FILES

The outgoing chairperson's files should contain:

- section from *Executive Handbook*
- *Constitution & Bylaws*
- *National Manual of Policy and Procedure*
- names and addresses of chairpersons at other levels
- names and addresses of current sub-chairpersons
- copies of current communiqués sent and received
- resource materials; program ideas; lists of available speakers and films; study ideas with articles or questions that could be used for discussion
- annual reports for past three years pertaining to the standing committee
- reports on past projects with suggestions for future endeavours
- other interesting background information

GUIDELINES for WRITTEN ANNUAL REPORTS

Reports are an important means of communicating with others in our parish, our community, and the country and large.

Annual reports are a compilation of the good works that are on-going and also those undertaken on a one-time basis. The activity for each standing committee changes according to the goals that a council sets and the talents and gifts of the members.

- Photocopy and use the parish/diocesan/provincial annual report form.
- When reporting, use the headings of your standing committee.
- Give a copy to the recording secretary for forwarding.
- The reporting period is January 1st to December 31st.
- To simplify the reporting process, all parish councils should use the report form.
- Annual report forms are mailed to parish council presidents by the diocesan chairperson of organization.

- Annual report forms are completed by the parish council executive. As a group, the executive determine the activities for each standing committee during the year. The president chairs the discussion and one member records the responses. The secretary should refer to the minutes of meetings for activities and projects.
- The treasurer prepares a list of charitable donations made by the parish council. These parish amounts are tabulated by the diocesan treasurer for a diocesan total, by the provincial treasurer for a provincial total, and then forward by the provincial treasurer to the national secretary-treasurer who calculates the national totals.
- Three copies of the standing committee and treasurer's reports should be made: one copy to be used at the council's annual meeting to report; one copy to be retained for council files; and, one copy to be sent to the diocesan chairperson of organization.
- The diocesan chairperson of organization distributes the reports to the appropriate diocesan chairpersons to prepare their diocesan reports, which are sent to their provincial counterparts.
- The provincial chairpersons then compile provincial reports, including provincial activities, which are sent to their national counterparts.

DEADLINES

Time lines are important in getting reports to the next level. The deadline dates for submission of annual reports are as follows:

FROM	TO	BY
Parish President Parish Chairpersons	Diocesan President Diocesan Chairperson	December 15 December 15
Diocesan Chairpersons	Diocesan President & Provincial Chairpersons	February 15
Diocesan Life Member Liaison	Provincial Life Member Liaison	February 15
Diocesan President	Provincial President	March 1
Provincial Chairpersons	Provincial President & National Chairpersons	March 15
Provincial Life Member Liaisons	National Life Member Liaison	March 15
Provincial Presidents	National President & National Office	March 31
National Life Member Liaison	National Chairperson of Organization	March 31
National Chairpersons	National President & National Office	April 15
National President	National Office	April 30

SUGGESTIONS

When preparing annual reports, **please report under each heading of the standing committee** as listed in the *Constitution & Bylaws*, Article XII, Section 1. The following are questions to consider when preparing a report:

- How was the council/members involved?
- What assistance was received from sub-committee chairpersons and/or committee members?
- What successful projects/programs took place?
- What was done to initiate new programs?
- How was this standing committee instrumental in promoting and educating League members?
- How did you reach out to involve other members in your parish?
- Did you involve sub-committee chairpersons in the work of the standing committee? If so, how?
- What resources were used to generate interest and new ideas to this committee?
- Did the council take time to study issues/resolutions pertinent to the standing committee? Explain the issues and study action taken.
- How were League concerns communicated under this standing committee?
- Has the council applied for/used development funds for a workshop on this standing committee?
- Did the council make any monetary contribution(s) under this standing committee? If so, to whom and how much?
- What was the biggest challenge for this standing committee?
- What brought the most satisfaction?
- What future projects will you be encouraging this standing committee to pursue?
- Do you have any suggestions that would benefit this standing committee on other levels?

Parish Annual Report
for the period January 1 to December 31, _____ (year)

Council Name _____

Council Address _____

Contact Telephone Number _____

Annual reports are completed by the parish council executive. Included are reports from the president, secretary, treasurer, past president and chairpersons of standing committees. List your activities under each standing committee.

Consider the suggestions and questions in the *Executive Handbook*.

Spiritual Development:

Organization:

Christian Family Life:

Community Life:

Education and Health:

Communications:

Resolutions:

Legislation:

Parish Activities: (report of this standing committee to be sent to the diocesan president, for information only)



Executive Handbook
The Catholic Women's League of Canada