



**Nova Scotia Provincial Council**  
**Catholic Women's League of Canada**  
**Past President – Communique #1**

**To:** Diocesan Past Presidents Sandra O'Connell and Glenda Carson (for distribution to Parish Councils)  
**Copied:** Provincial President Peggy MacNeil  
**Date:** September 2016  
**Copied:** Antigonish Diocesan President, Jessie Parkinson ( FYI )  
Halifax Yarmouth Diocesan President, Carolyn Lawrence (FYI )  
Nova Scotia Provincial Executive (FYI )

**ONE HEART ONE VOICE ONE MISSION**  
**Together We Serve**

As we begin a new year, we are thankful for the support and assistance provided by all members throughout Nova Scotia in hosting the 96<sup>th</sup> National Convention in Halifax. It was a memorable event from start to finish and could not have been accomplished without the collaborative efforts of our members.

September, new beginnings and a new year. On October 29, 2016, we will be holding our Diocesan/Provincial Retreat at St. Joseph's Renewal Centre in Mabou. A presentation on 'Elections' will take place. Please make an effort to attend as this will be an opportunity for networking and information sharing. We will be discussing the elections process, eligibility, letter writing templates to those eligible, to name a few.

My goal as Past President is to formulate an elections binder for our Diocesan Past Presidents to serve as a useful resource. Please feel free to share the binder at the parish council level.

A review of duties of the Past President is as follows:

- Advise the President when called upon;
- Encourage members to become knowledgeable about the *Constitution and Bylaws* and respond to questions related to its interpretation;
- Refer to communiques and/or annual reports from all levels;
- File with the recording secretary a copy of monthly and annual reports;
- Be responsible for reviewing the council's manual of policy and procedure;
- Be responsible for forwarding to National Office proposed revisions to the *National Manual of Policy and Procedure* (December 1 deadline); and
- Monitor/Review the *National Manual of Policy and Procedure* and the council manual

Our responsibilities also entail responsibility for **archives and history**.

For your information, I have attached the following:

- Excerpt from the National Executive Handbook
- Communique #01 – Barb Dowding, National Past President
- Oral Report Presented at the 2016 Annual National Convention of Betty Anne Brown Davidson, Past National President

Please note that **annual reports** will be available on-line. More information will be forthcoming in the Fall Parish Council mailing from National Office. National Executive Director Kim Scammell's oral report has outlined the testing results from members in Quebec and Newfoundland. The simplified report is a series of multiple choice questions along with some short answer questions. All of the responses are tallied and will be shared. The reporting process is being rolled out nationally in the fall. Kim notes that, *'this change is not one that can be expected overnight as not all councils will want to embrace it immediately'*. So keep posted for additional information and especially the annual report for Past President.

Please continue to check the National and Provincial websites for current and pertinent information.

As you know, our duties are in a consultative capacity and I am looking forward to assisting you in any possible way. Please feel free to contact me at any time.