

**Timmins Diocesan Council
The Catholic Women's League of Canada
Communication Standing Committee**

Directive #4

Pages: 2

March 7, 2018

To: Parish Communication Chairpersons. Parish Presidents, Standing Committee Chairpersons, Diocesan Executive

From: Marie Black, Timmins Diocesan Communication Standing Committee Chairperson

cc: Provincial Communication Standing Committee Chairperson, Marie-Theresa Lamphier and Timmins Diocesan President, Audrey Shelton

Dear CWL sisters in the League,

In Directive #3, I mentioned that I would be sending you guidelines for the annual reports. Audrey has already looked at them and gave her approval. Please check them out and send me your feedback. We can then discuss changes/inclusions at the spring diocesan meeting.

Parish Presidents

- a heading with your council's name and location – font, Verdana 14
- body of report in bullet form (rather than paragraphs)
- body of report - font, Verdana 12
- a summary of what your council did in 2017 – do not repeat what has already been reported previously eg. served funeral lunches, had a Christmas potluck (unless you have done something novel)
- include awards, a new project, a guest speaker, a new way you renewed/recruited members
- include any project concerning the homeless (provincial focus)
- a one page report, if possible
- parish president signature at the end

Diocesan Executive

- a heading with your title eg. Timmins Diocesan Communication Standing Committee, font, Verdana 14
- body of report in bullet form

- body of report in font, Verdana 12
- summary of what parish councils reported under the appropriate headings pertaining to the committee
- summary of what you and your predecessor did in 2017
- any ideas you presented re a homelessness project
- your signature at the end

I look forward to seeing you at the spring diocesan executive meeting.

God bless.

Marie Black

Timmins Diocesan Communications Chairperson