

Timmins Diocesan Council

The Catholic Women's League of Canada

Recording Secretary

Inspired by the Spirit, Women Respond to God's Call
Homelessness

Directive #1

Pages: 2

October 15, 2017

To: Parish Recording Secretaries; Parish Presidents, Diocesan Standing
Committee Chairpersons

From: Nora Barker, Timmins Diocesan Council, Recording Secretary

cc: Provincial Recording Secretary Chairperson, Diocesan President

Deuteronomy 4:2

"You shall not add to the word which I command you, nor take from it; that you may keep the commandments of the Lord your God which I command you"

By the grace of God I am able to offer my services once again on the Timmins Diocesan Council in the position of Diocesan Recording Secretary. I do look forward to working with the new Executive and with the parishes once again.

The role of the recording secretary is outlined in the Constitution and Bylaws 2013, Part XII, Section 4. First and Foremost, the recording secretary is responsible for the recording and retaining of the minutes of all meetings. Due to present situations in each of our parish councils, it has been required by the parish councils to modify the work of the secretary. We do what we can to keep within the outlined policies and procedures in the National and the Provincial Constitution and By-laws Manuals and modify this position's duties with direction from the Diocesan Council.

We have a number of resources available to help each parish to make appropriate decisions when needing to modify this position which include

The Handbook for Secretaries, Diocesan and Parish Policy and Procedures Manuals for responsibilities. Other resource material include Constitution and By-laws 2013 and Robert's Rules of Order.

One of important parts of this chair is having access to a computer and being comfortable using it. It is a great asset to sending and receiving information quickly. All resource materials, directives, bulletins etc. are all available on line. These resources can be downloaded from the national website.

May Our Lady of Good Counsel continue to bless and guide us

Extended to all parishes from Mary Capobianco, Ontario Provincial Council,
Recording Secretary.

Your sister in the League,

Nora