



The Catholic Women's League of Canada
Sault Ste. Marie Diocesan Council



PAST PRESIDENT / HISTORIAN

Care For Our Common Home

Directive #3

Pages: 2

May 2021

To: Parish Council Past Presidents / Historians
From: Betsy Currier, Diocesan Past President / Historian
cc: Diocesan Executive, Provincial Past President / Historian

"I can do all things through him who strengthens me." Philippians 4:13

We have been given so many gifts and tools. No matter what we do, we are using the gifts that the Lord gave us. If we put our talents to use, we are proving to God that we love him and worship him. At the end of the day, God is on our side. We can do anything thanks to him. We just need to ask for his support.

Spring is well on its way and we are starting to see our flower and vegetable gardens yield some beauty and bounty. Our members, like our gardens, need to be tended and fertilized. We do this through our words and actions. Over your two-year (or in these unusual times, three-year) term as a past president you mentor, support and encourage not only your president, but also your members. They look up to you as a leader and a teacher. Much of what they learn about the League comes from your counsel and words of experience.

I mentioned in a previous directive that as a past president one of your responsibilities is to review once in your two-year term (or this three-year term) the council's manual of policy and procedure for any needed additions, deletions and corrections. If this is the second or third year of your term I would suggest that over the summer months you tackle this project then, in the fall, you will be ready to present changes must to the membership for approval before amending the manual.

If your council does not have a manual consider forming a committee and writing one. There are many resources available to you for guidance. There is no need to re-invent the wheel. Look at other manuals: national, provincial, diocesan, other councils. You need to consider what your council actually deals with. What needs to be explained to future executives and members to help them understand what is done? The policies and procedures should describe clearly and concisely what and how your council does things. Some things you may want to include would be:

Meetings: date, time and location of executive meetings, general meetings; do they include a mass? Are all ladies of the parish welcome? Who books the room? etc.

Executive Structure: elected officers, number and names standing committees, officers and chairpersons' responsibilities, any sub-committees, etc.

Spiritual Activities: do you offer a mass on the death of a member, a member's spouse? do you do an honour guard? to whom do you send sympathy cards? who is responsible for the Book of Life? or to notify the other levels of a member's death? do you host, attend spiritual events as a group- i.e. Stations of the Cross, rosary, retreats? etc.

Presentations: do you present pins? which ones? to whom and when do you give gifts?

Cards: to whom and when does your corresponding secretary send cards? who purchases the cards?

Funeral Luncheons: do you do these? do you have a convener who arranges them? Who is responsible for the food, desserts, refreshments, hall set up; is there a fee for the luncheon?

Funeral Honour Guard: who can have an honour guard? who requests it? can you have one for a casket or an urn? do you do prayers at the funeral home? etc. Note: you should also have an Honour Guard Protocol as an appendix

Membership: when is the membership fee due? who collects? who sends the per capita fees? do you pay the membership for your religious members? senior members in long term facilities? etc.

Maple Leaf Service Pins: describe your protocol for awarding

Certificate of Merit: describe your protocol for giving certificates

Commitments: name your annual commitments; which are mandatory and which are voluntary

Conventions: who do you send to conventions? for whom do you pay expenses? which expenses?

Newsletters: which do you receive? do you do one of your own? who is responsible?

Annual reports: what is your protocol for doing these?

Finances: can executive spend any amount without consulting the membership? (if so, you need a standing motion); statement about no payment without receipts; how are funds requested for special projects? floats? (if a float is automatic a standing order is required) etc.

I have mentioned a "standing motion" or "standing order". These are motions put forward which are followed indefinitely until changes are necessary so that the council does not have to present a motion for the same items over and over again. These should be kept in a separate "Standing Motions Manual".

These are just some ideas to get you started but as you can see the policies and procedures are specific to your council. Hopefully this is of assistance.

If you need any help with either drafting or revising a P&P manual please give me a call (705-942-3978) or send me an e-mail elizabeth_currier@sympatico.ca

I love to hear from you. Blessings and hugs, Betsy