

The Catholic Women's League of Canada



Antigonish Diocesan Council

Here I am Lord, Send Me

TO: Parish Council Past Presidents
FROM: Diocesan Past President, Julie LeLievre
DATE: Oct 19, 2024
SUBJECT: Role of Past President
MEMO: # 1 (2024-2026)
CC: Parish Council Presidents, Diocesan Officers, Provincial Secretary (for distribution to provincial counterpart)

Dear Past President,

Thank you for all you do in your parish and community as Catholic Women. Your dedication to CWL is a true testament to living your faith.

Since I am new to this role on the diocesan council, I have reviewed the duties of past president, so I know what I am supposed to be doing!

I know most past presidents have been in this role for a while now, but maybe we should make a fresh start. Looking ahead, maybe Jan would be a good starting point. Our role includes:

- Consultant to the president. Through your experience and expertise, you advise and assist her, when requested
- Responsible for Archives of your council. What is included – scrapbooks, photographs, minutes. This would be a good time to make a list of what is in your archives and update yearly.
- Help members to learn about CWL, through reviewing the *Constitution & Bylaws*. Maybe, if time permits, you could read 1-2 pages at a council meeting, so members become familiar with what CWL is all about.
- Share updates to the *National Manual of Policy & Procedure* with your council.
- Assist to develop your Council Policy & Procedure Guidelines. If the council has one already, it should be reviewed yearly for any updates.

Why do we need Policy & Procedure Guidelines for our councils?

Having established guidelines helps when planning yearly activities and expenses. It allows members to know what to expect and ensures all members understand how your council operates. Things change, they may be added or deleted as needed but there are other things that we always do.

Suggestions may include (but not limited to):

- Date and time of regular meetings
- Petty cash fund? Amount? (\$25-\$50, to be available for the president to purchase things for the council, such as tea supplies, stamps, etc. - receipts required). All spending should be approved at the next regular meeting.
- Emergency fund? Amount? (\$100-\$200 per year, which could be for donation for an immediate need, such as (parishioner) house fire, medical requests, etc)
- Mass Cards/Sympathy Cards- sent to family on the death of a member? On the death of Spouse? Children? Grandchildren?
- Birthday Cards to members: Perhaps 75 years and every 5 years thereafter?
- Anniversary Cards to mark special occasions: 25 - 50 - 60+ years?
- Gift Subscription to CWL for your parish priest/ spiritual advisor. Yearly Anniversary card to your parish priest?
- Gifts for 1st Communion and Confirmation (\$ maximum)
- Yearly amount designated for members to attend CWL conventions, conferences. One suggestion, currently used by some councils, is 20% of year-end balance, should be set aside for convention/conference. All Councils should pay expenses for the president to attend conventions and for other members, as funds allow.
- List of annual donations (\$)
- Guidelines for council presentation for the *Maple Leaf Service Pin*
- Presentation of Years of Service pins: Now available from national in 5 year increments.
- President and Past President Pins: Since there can only be one council president, the president pin is usually handed over/ presented to the new president but there can be multiple past presidents in a council, therefore the past president pin is usually purchased for the new past president.
- Gift for the outgoing President. \$25 maximum? (A small token of appreciation, such as a CWL mug, other CWL gift or personal item)
- Other policy specific to your council that is done annually. It is particularly important to put a maximum \$ amount, so members know cost allowed and not to exceed that set amount.

May Our Lady of Good Counsel continue to guide us as we answer the call "*Here I am Lord, send me*"

Your Sister in the League,

Julie

Julie LeLievre

Antigonish Diocesan Past President (2024-2026)