

Duties of the Officers

President

The president as the chief officer shall:

- a) inform the membership of the position of the league on current issues and priorities and new programs.
- b) foster open communication with the spiritual advisor on all league matters.
- c) preside at all meetings and conventions of the council concerned.
- d) be a signing officer for all official documents.
- e) provide active leadership.
- f) initiate policy, in consultation with the officers of the council concerned.
- g) keep fully informed on the operations of the league and report annually to the membership.
- h) be an ex officio member of all committees except the nominations and elections committee.
- i) be the official spokesperson for her council.
- j) perform such other duties as may be incumbent upon her office.
- k) appoint committees.

President-elect

The president-elect shall:

- a) become president automatically after serving her elected term as president-elect.
- b) perform the duties of the president in her absence or inability to serve.
- c) be the chairperson of organization.
- d) be responsible for league development and leadership training.
- e) perform such other duties as may be delegated to her by the president.

Vice-presidents

- a) In the absence or inability of the president-elect to serve, the vice-presidents, in order of rank, shall perform her duties.
- b) In the temporary absence or inability to serve of both the president and president-elect, the first and second vice-presidents shall perform the duties of the president and president-elect respectively.
- c) Each vice-president shall:
 - i. Be the chair of a standing committee
 - ii. Perform other duties delegated by the president.



Secretary(s)

The recording secretary shall:

- a) Record the minutes of all meetings and conventions of the council concerned and retain as a permanent record.
- b) Be a signing officer for all official documents.
- c) Have charge of all papers and records of the council concerned.
- d) Be responsible for reports as required.

The corresponding secretary (may be appointed) shall attend to correspondence as required.

Treasurer

The treasurer shall:

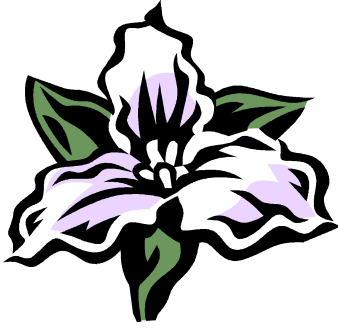
- a) Maintain the financial records of the council concerned and have them appropriately audited or examined annually.
- b) Receive all League monies and pay all accounts as authorized.
- c) Be a signing officer for all official documents.
- d) Present a report of revenues and expenditures at meetings.
- e) Prepare and monitor annual budget.

Past President

The past president shall:

- a) serve in a consultative capacity.
- b) be responsible for archives and history.
- c) facilitate the study and implementation of the constitution & bylaws.
- d) perform other duties as assigned by the president.

The Standing Committees shall be:



- 1) Spiritual Development
 - a) spiritual growth of members
 - b) study of catholic teachings
 - c) role of women in the church
 - d) evangelization and mission assistance
 - e) lay ministries
 - f) ecumenism and interfaith endeavours.
- 2) Organization
 - a) recruit members and maintain membership
 - b) leadership development
 - c) league resource material
 - d) annual reports
 - e) life membership.
- 3) Christian Family Life
 - a) marriage and family
 - b) sanctity of life
 - c) ministry to:

youth	widowed
disabled	separated
seniors	divorced
 - d) vocations.
- 4) Community Life
 - a) dignity and rights of persons
 - b) social and economic justice
 - c) refugees, immigration and citizenship
 - d) canadian catholic organization for development and peace (CCODP)
 - e) developing countries.
- 5) Education and Health
 - a) Catholic education
 - i. Catholic schools and catechesis
 - ii. Rites of Christian Initiation
 - b) literacy and continuing education
 - c) scholarships and bursaries
 - d) wellness and sickness/disease
 - e) environment
 - f) genetics
- 6) Communications
 - a) *The Canadian League* magazine
 - b) media:
 - i. for evangelization
 - ii. to promote the league
 - iii. evaluation and promotion of good content
 - iv. newsletters and bulletins
 - c) media relations
 - d) pornography.
- 7) Resolutions
 - a) research and preparation of resolutions and briefs
 - b) study and implementation of resolutions passed by other levels
 - c) at provincial and national levels, presentation of resolutions to government.
- 8) Legislation
 - a) monitor and study legislation at all levels of government
 - b) preparation of briefs and position papers on proposed legislation.
- 9) Parish Activities
 - a) liaison and cooperation with pastoral councils
 - b) parish assistance.