



THE CATHOLIC WOMEN'S LEAGUE OF CANADA
Ottawa Diocesan Council
Past President/Historian Standing Committee



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

COMMUNIQUE #2

SEPTEMBER 2017

TO: Parish Past President/Historian Standing Committee Chairpersons
From: Joanna Sisk, Diocesan Past President/Historian Chairperson

Dear Parish Past Presidents,

What are your duties as past-president/historian (as outlined in the Executive Handbook)?

- serve the council and president in a consultative capacity
- be responsible for the archives and history of the council
- facilitate and encourage the study and implementation of the *Constitution & Bylaws*
- respond to questions related to the interpretation of the *Constitution & Bylaws*

Past presidents are well placed to cultivate prospective leaders, to affirm the good work going on and encouraging qualified members to let their names stand for election. During your term, encourage others to let their name stand at election time and keep the diocesan president informed, if there is likely to be a problem filling the position of president, in your council.

Does your council have a policy and procedure manual?

Is it reviewed regularly? Even if it is not your favourite thing, you could oversee the review of this manual, at least once during your term; policies may have changed. Capturing these changes, for future reference, is a service to those will come after you.

You will also have the duty of keeping your council's archives accurate and up to date.

- Have you looked at your archives?
- Are your books and records kept in a safe, dry place?
- Do you have your minutes and motions stored in order?
- Do you keep membership lists?
- Do you have lists of your service pin award winners?

The president may also give you other duties.

As past presidents, it is important to stand back and allow the new president and her executive to do their job and make their own way. It is important, however, to remember that you are part of the executive and subsequently have a role and a responsibility that goes with it. Your voice is needed and hopefully wanted. It is not about you, but about making sure there is open communication and sharing.

Let your love of the League shine through your own particular gifts and the Holy Spirit will make the rest fall into place!

As we embrace the new theme *Inspired by the Spirit, Women Respond to God's Call* we can trust that the Holy Spirit will be our guide and show us the way.