

Date: August 31, 2023

Secretary Communique # 1

Dear Sisters in the League,

This summer is slowly coming to a close, although 'they' say that we have a month of warm weather yet. But it has been very difficult for many of us, and we hold you in our prayers.

To the Diocesan Secretaries: Thank you for saying "yes" to serving your Council as secretary. With gratitude to those who have part of their term to finish, and to those who are just beginning your term, I hope that we can share information, tips, good wishes... For your information, your colleagues are:

Yvonne Martin, Victoria Diocese

Jeannette Melnychuk, Kamloops Diocese

Heather Marissette, Nelson Diocese

Susan Mustard, Vancouver Diocese

Norma Dauvin, Prince George Diocese

Carol Vanderbyl, Whitehorse President

To introduce myself, I have a bio on our provincial website as listed above. In short, I have been the Provincial Secretary eight years ago, which means that things have changed. I am retired, a new Life Member, and also active in the Society of Saint Vincent de Paul. I hope to be a resource, and an advocate for you.

Secretary plus Communications Chairperson: We knew changes were coming, but it will still take some adjustments.

To help you in doing your secretary job, it would be helpful to look at the *Constitution & Bylaws*, Part XII, Section 3, Secretary, and have a copy of *Handbook for Secretaries* (available on the League website, revised in 2022), which helps with our duties, like a sample of an agenda, and sample minutes.

In regard to the Communication file, do not feel that you have to do it alone. I am gratefully receiving help with the newsletter; a resource for this a form for a draft newsletter on the National website (attached). If you have a website, you might want to be the sole communicator with your webmaster. Also, you may want to be the person who has the zoom contract. Other forms of communication may come up; please contact me and this group of secretaries for their experience and guidance.

Secretary, and Archives: No, not an additional role, but a task that we are responsible for. Please remember to print the corrected minutes of meetings to hand to the past

president, who is responsible for the archives of your Council. Our efforts are part of the historical records, and our words live on.

May our Lady of Good Counsel pray for us.