

**Toronto Diocesan Council**

**THE CATHOLIC WOMEN'S LEAGUE OF CANADA**



**MANUAL  
OF  
POLICY & PROCEDURE**

**REVISED APRIL 2019**

## **PURPOSE OF THE MANUAL**

**This Manual of Policy & Procedure is an Internal Document outlining the duties and responsibilities of all of the members of the Toronto Diocesan Council of The Catholic Women's League of Canada.**

**The aim of the Manual is to help the Council to operate more efficiently; to eliminate overlapping; to prevent the loss of certain projects because of lack of clear directions as to responsibility; to contribute to the cohesiveness of the group as a whole.**

**To make the best use of this Manual, please begin with the section that relates to your office or standing committee, and then review the remaining sections in order to become familiar with the work of the whole Council.**

Toronto Diocesan CWL Council

MANUAL OF POLICY & PROCEDURE

TABLE OF CONTENTS

<b>I.</b>	<b>DUTIES AND RESPONSIBILITIES OF OFFICERS</b>	<b>1</b>
<b>1.</b>	<b>Spiritual Advisor</b>	
1.1	Appointment -----	2
1.2	Role -----	2
1.3	Resource Material -----	2
1.4	Duties -----	2
1.5	Conventions -----	3
1.6	Honorarium -----	3
<b>2.</b>	<b>President</b>	
2.1	Responsibilities -----	4
2.2	Specific Duties -----	4
<b>3.</b>	<b>Recording Secretary</b>	
3.1	Responsibilities -----	6
3.2	Specific Duties	
a.	Roll Call -----	6
b.	Minutes -----	6
c.	Activity Report -----	6
d.	Motion Book -----	6
e.	Annual Report -----	6
f.	Newsletter -----	6
<b>4.</b>	<b>Corresponding Secretary</b>	
4.1	Responsibilities -----	7
4.2	Specific Correspondence -----	7
4.3	Mass Cards -----	8
4.4	General Information	
4.4.1	Files -----	8
4.4.2	Signature on Letters -----	8
4.4.3	Correspondence from Council -----	8
4.4.4	Agenda -----	9
4.4.5	Elections Register -----	9
<b>5.</b>	<b>Treasurer</b>	
5.1	Responsibilities -----	9
5.2	Banking -----	9
5.3	Per Capita Lists -----	9
5.4	Guaranteed Investments -----	10
5.4.1	Provincial/National Convention Accounts -----	10
5.5	Fund Donations -----	10
5.6	Annual Convention -----	11
5.7	Development Day -----	11
5.8	Newsletter -----	11
5.9	Expense Accounts -----	12
5.10	Balancing Bank Statements -----	12
5.11	Budget -----	12

<b>5.</b>	<b>Treasurer (continued)</b>		
	5.12	Finance Committee -----	12
	5.13	Reporting-----	12
	5.14	Honorarium for Diocesan Spiritual Advisor -----	13
	5.15	Mass Cards -----	13
<b>6.</b>	<b>Past President/ Historian</b>		
	6.1	Responsibilities-----	13
	6.2	Elections Register-----	13
	6.3	Nominations & Elections Committee -----	14
	6.4	Diocesan Elections Procedure -----	14
	6.5	Amendments Committee-----	14
	6.6	Voting -----	14
	6.7	Diocesan Manual of Policy & Procedure -----	14
	6.8	Patricia Beattie Mentoring Award	14
	6.9	Historian/Archives	15
<b>II.</b>	<b>POLICIES</b>		<b>16</b>
<b>7.</b>	<b>Policies</b>		
	7.1	Appointments -----	17
	7.2	Lists -----	17
	7.3	Car Mileage Payments -----	17
	7.4	Seminars -----	17
	7.5	Dinners -----	17
	7.6	Provincial Council Meetings -----	18
	7.7	Leadership Courses -----	18
	7.8	Development Day -----	18
	7.9	Diocesan Projects -----	18
	7.10	Motions Book -----	18
	7.11	Resolutions -----	18
	7.12	Regional Financial Policy	
		7.12.1 Regional Dues -----	18
		7.12.2 Regional Executive -----	18
		7.12.3 Mailing Costs -----	18
		7.12.4 Regional Projects -----	19
	7.13	Monthly Mass for Diocesan Council -----	19
	7.14	Monthly Mass for Members -----	19
	7.15	Deceased Members	
		7.15.1 Member of the current diocesan executive ---	19
		7.15.2 Member of the immediate family of a current executive member -----	19
		7.15.3 A Life Member of Toronto Diocese -----	19
	7.16	Diocesan Life Members	20
<b>8.</b>	<b>Conventions</b>		
	8.1	Convention Expenses	
		8.1.1 National -----	20
		8.1.2 Provincial -----	21
		8.1.3 Diocesan -----	21
		8.1.4 Travel & Accommodations Reimbursement	22
	8.2	Diocesan Convention Banquet Items -----	22
	8.3	Meal Allowance -----	23

<b>III.</b>	<b>GENERAL RESPONSIBILITIES OF DIOCESAN STANDING COMMITTEE CHAIRS</b>	<b>24</b>
9.	General Responsibilities of Diocesan Standing Committee Chairs	25
<b>IV.</b>	<b>SPECIFIC RESPONSIBILITIES OF DIOCESAN STANDING COMMITTEE CHAIRS</b>	<b>27</b>
<b>10.</b>	<b>Spiritual Development Standing Committee</b>	
	10.1 Sub-conveners -----	28
	10.2 Representatives -----	28
	10.3 Masses -----	28
	10.4 Meetings -----	28
	10.5 Development Day-----	28
	10.6 Evening of Reflection-----	28
	10.7 Conventions -----	29
	10.8 Deceased Members -----	29
<b>11.</b>	<b>Organization Standing Committee</b>	
	11.1 Recruitment of Members -----	29
	11.2 Organization/Reorganization of Parishes -----	29
	11.3 Leadership Development/Development Day ---	30
	11.4 League Publications -----	30
	11.5 Resource Material -----	30
	11.6 Annual Reports -----	30
	11.6.1 Parish Reports -----	31
	11.6.2 Regional Chairs' Reports -----	31
	11.6.3 Diocesan Committee Chairs' Reports ---	31
	11.6.4 Special Reports -----	31
	11.6.5 Committee to Correct & Edit Reports ---	31
	11.7 Convention Duties	
	11.7.1 Certificates of Merit -----	31
	11.7.2 New Councils -----	31
	11.7.3 Anniversary Certificates -----	31
	11.7.4 Annual Reports -----	31
<b>12.</b>	<b>Christian Family Life Standing Committee</b>	
	12.1 Marriage and Family -----	32
	12.2 Sanctity of Life -----	32
	12.3 Ministries	
	12.3.1 Ministry to Youth -----	33
	12.3.2 Ministry to Disabled-----	33
	12.3.3 Ministry to Seniors -----	33
	12.3.4 Ministry to Widowed -----	33
	12.3.5 Ministry to Separated and Divorced ---	34
	12.3.6 Ministry to Singles -----	34
	12.4 Vocations	34
<b>13.</b>	<b>Community Life Standing Committee</b>	
	13.1 Responsibilities -----	35
	13.2 Community Projects	
	a. Issues Concerning Dignity/Rights --	35

<b>13.</b>	<b>Community Life Standing Committee (continued)</b>	
	b. Social and Economic Justice -----	35
	c. Refugees, Immigration & Citizenship--	35
	d. Development & Peace -----	35
	e. Developing Countries -----	35
	13.3 Women in Public Life -----	35
	13.4 Resolutions -----	35
<b>14.</b>	<b>Education and Health Standing Committee</b>	
	14.1 Catholic Schools -----	36
	14.2 Adult Education -----	36
	14.3 Diocesan Scholarships	
	a. St. Michael's College -----	36
	b. Hope for Children Foundation ----	36
	14.4 Diocesan Awards	
	a. Mary Matthews Public Speaking ---	36
	b. Jean McCann Service/Youth ----	38
	c. Mary Dobell Pro-Life Essay/Poetry --	38
	14.5 Health -----	39
	14.6 Wellness and Sickness/Disease	39
	14.7 Environment	39
	14.8 Genetics	39
<b>15.</b>	<b>Communications Standing Committee</b>	
	15.1 Responsibilities -----	39
	15.2 The Canadian League Magazine -----	39
	15.3 Media (Press, Radio, TV, Films & Videos) --	40
	15.4 Anti-Pornography -----	40
	15.5 Photo Albums -----	40
	15.6 Convention -----	40
	15.7 Website -----	40
<b>16.</b>	<b>Resolutions Standing Committee</b>	
	16.1 Responsibilities -----	41
	16.2 Diocesan Resolutions Committee -----	42
	16.3 Purpose of Diocesan Resolutions Committee ----	42
	16.4 Purpose of Resolutions -----	42
	16.5 Submission by Parish Council -----	42
	16.6 Preparation of the Brief -----	43
	16.7 Convention Presentation -----	44
	16.8 Follow-up -----	44
	16.9 Resolutions Files -----	44
<b>17</b>	<b>Legislation Standing Committee</b>	
	17.1 Responsibilities -----	45
	17.2 Legislation Files -----	45
<b>18.</b>	<b>Newsletter</b>	
	18.1 Purpose of Newsletter -----	46
	18.2 Parameters -----	46
	18.3 Issues and Due Dates -----	46
	18.4 Content -----	46
	18.5 Subscription Fee -----	47
	18.6 Mailing List -----	47
	18.7 Postage -----	47

<b>V.</b>	<b>REGIONAL GUIDELINES</b>	<b>48</b>
A.	Function of Regional Chair -----	49
B.	Responsibilities of Regional Chair -----	49
C.	Regional Financial Policy-----	50
D.	Regional Chair’s Pin and Regional Bar-----	50
E.	Meetings -----	51
F.	Regional Mass -----	51
G.	Regional Mass Guidelines -----	52
H.	Suggested Format for Regional Meetings ----	52
I.	Responsibilities of Regional Officers & Regional Standing Committee Chairs	
	1. Secretary -----	52
	2. Treasurer -----	53
	3. Standing Committee Chairs	53
	(i) Spiritual Development -----	54
	(ii) Organization -----	54
	(iii) Christian Family Life -----	54
	(iv) Community Life -----	54
	(v) Education and Health -----	55
	(vi) Communications -----	56
	(vii) Resolutions -----	56
	(viii) Legislation -----	56
	(ix) Past Chair/Historian -----	56
<b>VI.</b>	<b>APPENDICES</b>	<b>57</b>
A.	Elections Procedure	
B.	Rules for Election of Officers to the Toronto Diocesan Council - Revised 2014	
C.	Application Form for Council Transfer from Region to Region	
D.	Parish Information Form	
E.	Patricia Beattie Mentoring Award Requirements	
F.	Convention - Spiritual Advisor’s Guidelines	
G.	Eucharistic Celebrations at St. Michael’s Cathedral	
H.	Checklist for Regional Mass	
I.	Checklist for Forming Catholic Girls League (CGL)	
J.	CWL - CGL Volunteer Description	
K.	Resolutions Chair Responsibilities Checklist	
L.	Resolutions Convention Checklist	
M.	Toronto Diocesan Website Guidelines	

**I. DUTIES AND RESPONSIBILITIES OF OFFICERS**



## **1. SPIRITUAL ADVISOR**

### **1.1 APPOINTMENT**

The diocesan spiritual advisor is appointed by the archbishop for a period of five years. The new diocesan spiritual advisor begins his term at the July executive meeting in that year.

### **1.2 THE ROLE OF THE SPIRITUAL ADVISOR**

The *Constitution & Bylaws, Part IX, Section (a)* states:

- (i) The spiritual advisor, in cooperation with the chairperson of spiritual development, shall provide advice and guidance for the spiritual program. (*Part VI*)
- (ii) The spiritual advisor shall receive due notice of all executive and council meetings and conventions and shall attend and participate in all such meetings and conventions when possible, in an advisory capacity.

### **1.3 RESOURCE MATERIAL**

The diocesan president shall provide a copy of the Handbook for Spiritual Advisors, as well as all other resource material; i.e., Constitution & Bylaws, National and Diocesan Manuals of Policy & Procedure, subscription to The Canadian League magazine, Toronto Diocesan Newsletter and Guidelines for Spiritual Advisors provided by both the Ontario Provincial and National Councils, so that he may become knowledgeable of the structure of the League and aware of the League as a diocesan, provincial and national organization.

### **1.4 DUTIES**

- a. Prepare a message for diocesan newsletter (three issues per year).  
*Refer to Newsletter Guidelines, pages 44 & 45.*
- b. Prepare a message for diocesan annual report book by date set by organization chair.
- c. Attend diocesan executive meetings and resolutions meetings.\*
- d. Attend convention planning and post-convention meetings.\*
- e. Attend the provincial convention in July (four days).
- f. Offer a Mass once a month for members of the diocesan council (stipend to be provided). Also offer a Mass for a deceased person on request of the diocesan council.
- g. Attend seven fall regional meetings and give short report or remarks.\*\*
- h. Attend seven spring regional meetings and give short report or remarks.\*\*
- i. Celebrate the Eucharist at Development Day (as arranged with organization chair).
- j. Appoint a regional spiritual advisor from among the priests in the region when required. Each term is for three to five years. For the development of the League in the region, it is important that the regional spiritual advisor be interested in and supportive of the CWL.

\* The attendance of the diocesan spiritual advisor is important at the executive, resolutions and convention planning meetings not only for his support but also for the practical advice which he can provide.

**1. SPIRITUAL ADVISOR (continued)**

**1.4 (continued)**

\*\* The Eucharist preceding the regional meeting is celebrated by the regional spiritual advisor; he also gives the homily.

The diocesan spiritual advisor may prepare a spiritual message for the regional meeting or offer comments on the League proceedings.

*Refer to Regional Guidelines E, page 49.*

**1.5 CONVENTIONS**

- a. Attend annual diocesan convention and give message/remark at opening session; preside at the Eucharistic celebrations and at the installation/reaffirmation of officers.
- b. Host spiritual advisors and give report to convention, if applicable.
- c. In election year(s), as a member of the election committee, shall attend at the counting of ballots.
- d. Work with the spiritual development chair and the president to prepare the liturgies for the convention, including prayer services, and readings and Prayers of the Faithful for the Masses.

*See Appendix F – additional convention information*

**1.6 HONORARIUM FOR DIOCESAN SPIRITUAL ADVISOR**

An honorarium of \$150 per month is paid to the diocesan spiritual advisor to cover expenses, no receipts required. An additional \$20 per month is forwarded to him for a Mass for the intentions of the members of the diocesan council.

**2. PRESIDENT**

**2.1 RESPONSIBILITIES**

In addition to the general responsibilities outlined in the *Constitution & Bylaws (PART XII, Section 1, pages 19-20)*, the president shall:

- a. guide the council; develop leadership by encouraging standing committee chairs to appoint sub-conveners, in consultation with the president, to work with their corresponding regional conveners and to develop programs; provide support and information materials (i.e., national/provincial directives and information from meetings and workshops at other levels);
- b. appoint new regional chairs as their two year terms are completed. Maintain a close working relationship with regional chairs, utilizing their position to the fullest in conveying information and directives to the parish councils and, in turn, reacting to their reports and recommendations. This liaison between the regional chairs and the diocesan president is extremely important as it is only through the regional chairs that the League can be developed in the diocese.
- c. appoint a newsletter editor to serve a two year term beginning with the formation of each new executive term.
- d. maintain a good rapport with the diocesan spiritual advisor, informing him of all planned projects and furnishing him with necessary League materials.  
*Refer to Spiritual Advisor page 2.*
- e. advise the Ordinary of the Diocese regarding the end of the diocesan spiritual advisor's term of office and the appointment of a new spiritual advisor;
- f. decide, with the executive, projects to be undertaken;
- g. ensure that the objects and policies of the League are kept in mind at all times;
- h. work to maintain a balance between the concerns of the parish councils and the importance of the League as a national organization;
- i. be a member of the provincial council;

**2.2 SPECIFIC DUTIES**

The president shall:

- a. Appoint regional chairs.
- b. Appoint the newsletter editor
- c. Appoint convention convener(s).
- d. (i) appoint the past president as the chair of the elections committee in November immediately preceding a diocesan election.  
*Refer to Constitution & Bylaws (PART XVI, Section 3, page 40).*  
(ii) where appropriate, appoint, in consultation with the executive, representatives to various Catholic and community organizations, charities and boards.
- e. Attend provincial convention (July) as voting delegate and present an oral report.
- f. Attend national convention (August) as accredited delegate.
- g. In consultation with the executive, establish the dates for the fall and spring regional meetings.
- h. In consultation with the executive, establish the format and prepare handouts when needed for the fall regional meetings.
- i. Prepare directives for three issues of the diocesan newsletter.
- j. (i) Attend Ontario provincial executive meetings (October and February); pre- and post-convention meetings.  
(ii) Attend annual Cardinal's Dinner / Ordinandi Dinner.

**2. PRESIDENT (continued)**

**2.2 i. (continued)**

- (iii) Attend resolutions meetings.
- (iv) Attend diocesan public speaking contest and present trophies and prizes.
- (v) Attend council organization (new) or re-organization meetings and initial installation of officers' ceremony.
- (vi) Be prepared to represent the diocesan council at church and/or community functions (or send delegate).
- (vii) Respond to as many parish invitations as time permits.
- (viii) Be the signing officer for the diocesan convention hotel agreement.
- (ix) Meet annually with the archbishop along with the diocesan spiritual advisor, president-elect and past president prior to the convention.
- k. Plan convention agenda with the executive and convention committee.
- l. Prepare final report for annual report book and an oral report for the diocesan convention.
- m. Prepare final report for Ontario provincial report book and oral report for the provincial convention.
- n. Arrange for life membership of past president, when applicable.
- o. Order her own diocesan bar in March of her retiring year.
- p. Arrange for a parliamentarian for the annual convention, if required.
- q. Chair five to six executive meetings and prepare agenda for each meeting.
- r. Prepare directives for three issues of the diocesan newsletter. Adhere to deadline dates. *Refer to Newsletter Guidelines, pages 44-45.*

### **3. RECORDING SECRETARY**

#### **3.1 RESPONSIBILITIES**

The recording secretary shall follow the duties as outlined in the *Constitution & Bylaws (PART XII, Section 4, page 22)*.

#### **3.2 SPECIFIC DUTIES**

The recording secretary shall:

a. Roll Call

At the beginning of each meeting, circulate an attendance sheet to conduct a roll call of the Toronto diocesan council: the officers, standing committee chairs, regional chairs and spiritual advisors, to be included in the minutes.

b. Minutes

(i) Record minutes of all diocesan executive meetings, convention pre-planning meetings, resolutions meetings as well as the convention sessions. Compile, duplicate and distribute a copy to each member of the council.

(ii) Have a draft of the minutes approved by the president/chair before proceeding with the distribution.

(iii) Distribute (mail/email) minutes at least two weeks prior to the next meeting to ensure recipients have an opportunity to review them and submit any corrections necessary, prior to the meeting.

(iv) Give minutes to the historian when five years old.

(v) Ensure at least one backup person to take minutes at the annual convention.

c. Activity Report

Creates and maintains a list of Toronto Diocesan activities and upcoming events. She distributes this list to the Diocesan council as required.

d. Motion Book

Keep the Motion Book up-to-date by inserting the motions made at the most recent meetings. Give a copy of the motions to the president for her Motion Book. File motions in archives after five years.

e. Annual Report

Prepare a brief report for inclusion in the annual report book and submit the copy to the organization chair by the specified deadline date.

f. Newsletter

Prepare directives for issues of the diocesan newsletter alternating with the corresponding secretary for a total of three issues each over the two year term.

Adhere to deadline dates. *Refer to Newsletter Guidelines, pages 44-45.*

## **4. CORRESPONDING SECRETARY**

### **4.1 RESPONSIBILITIES**

- a. The corresponding secretary shall be the president's secretarial assistant. She does not act on her own initiative but only as directed by, and in consultation with, the president.
- b. Prepare correspondence and/or send on behalf of the president or spiritual advisor. Send Mass cards, sympathy cards, etc., as directed by the president.  
*Refer to Corresponding Secretary 4.3, page 8.*
- c. Send notices of meetings to members of the diocesan council.
- d. Read all the correspondence (or a précis thereof) which the council has received since the last meeting, and forward a reply on behalf of the president, if so directed. Give a list of the correspondence received to the recording secretary and the president and keep a copy on file.
- e. Report other League duties.
- f. Maintain and update regularly the election register of parish council presidents.  
*See Appendix D - Parish Information Form.*
- g. Prepare directives for issues of the diocesan newsletter alternating with the corresponding secretary for a total of three issues each over the two year term. Adhere to deadline dates. *Refer to Newsletter Guidelines, pages 44-45.*

### **4.2 SPECIFIC CORRESPONDENCE**

#### Immediately following the convention:

- a. Send a list of the executive, including regional chairs, (names, mailing and email addresses, postal codes, phone numbers) to the following:
  - (i) National office;
  - (ii) Ontario provincial corresponding secretary;
  - (iii) Diocesan treasurer for forwarding to the Ontario provincial newsletter editor with a cheque for the provincial newsletter, if more than 20 copies are required.
- b. Mail two copies of the executive list, including regional chairs and spiritual advisors, to the archbishop's secretary.
- c. Receive parish executive lists and make one copy for the president.
- d. In an election year, send a letter of notification of the new diocesan president, including mailing and email addresses and phone numbers, to specific address list on file.
- e. Order a supply of letterhead and envelopes.
- f. Mail a copy of the annual report with a covering letter to the archbishop and auxiliary bishops; also to life members not attending the convention. Distribute copies of the annual report to all diocesan sub-conveners through each committee chair.
- g. Advise national office to mail presidential mailings with copies for the seven regional chairs.

#### July/August/September

- h. Mail letters of congratulations to the provincial president and to the national president on her election.
- i. Council lists must be kept up-to-date. Regional chairs are responsible for forwarding any changes of address, etc. as soon as possible. Diocesan council executive members must request this information as needed.
- j. Any changes to the diocesan council executive lists are forwarded immediately to the provincial and national councils.

**4. CORRESPONDING SECRETARY (continued)**

**4.2 (continued)**

November

- k. At the November executive meeting, circulate Christmas cards for signatures of diocesan council members to send to the cardinal/archbishop, bishops, life members and diocesan and regional spiritual advisors.
- l. In an election year, consult with historian in preparation of the election register of council past presidents eligible for nomination.

January/February

- m. Prepare a list of parish council presidents with complete addresses for the convention package convener for mailing, preferably in label format.
- n. Prepare a brief report for the annual report book and forward to the organization chair by the specified deadline date.

February/March

- o. In consultation with the diocesan spiritual advisor, prepare his letter to the spiritual advisors of all councils regarding the concelebration of the opening and closing Eucharist at the diocesan annual convention (letters and reply forms).

April/May (Convention)

- p. Prepare an invitation for life members and diocesan executive, including regional chairs and regional spiritual advisors, for the head table reception prior to the banquet and the hospitality suite following the evening entertainment.  
These invitations should be given to the convention registration convener for placing in the appropriate convention packages.  
*(Option: The diocesan president may wish to do this herself.)*

**4.3 MASS CARDS**

Forward Mass cards at the request of the president for deceased council presidents, life members, diocesan council members and their immediate family members. *Refer to Section II POLICIES 7.15, Deceased Members, page 19.*

A supply of signed “blank” cards (spiritual advisor’s signature) are kept on file and mailed out as required.

Notify the diocesan treasurer of the deceased’s name; she subsequently will forward the information to the diocesan spiritual advisor with the appropriate offering.

**4.4 GENERAL INFORMATION**

**4.4.1** Files: Turn files over at the end of the term to the president for culling.

**4.4.2** Signature on letters: Have the president sign all letters unless directed to sign her name on her behalf. Give copies of all outgoing correspondence to the president.

**4.4.3** Correspondence from council: Ensure that all correspondence from executive members has been approved by the president prior to distribution. Give a copy of the correspondence to the president.

**4. CORRESPONDING SECRETARY (continued)**

**4.4.4** Agenda: Type and photocopy the agenda for distribution at meetings, if directed by the president or chair of meeting.

- I. 4.4.5** Elections Register: In consultation with the past president/historian, maintain and review the elections register of parish presidents eligible for nomination in a diocesan election.

TO PREPARE FOR AN ELECTION YEAR, update the Elections Register with names and addresses of all eligible nominees indicating year(s) of office last served. A copy is given to the Nominations and Elections Chair (past president) and in consultation with her, prepare and send a nomination form and letter to those eligible for election.

*See National Manual of Policy & Procedure for Eligibility, Nominations & Elections.*

---

**5. TREASURER**

**5.1 RESPONSIBILITIES**

In addition to the general responsibilities outlined in the *Constitution & Bylaws (PART XII, Section 4, Page 22-23)*, the treasurer shall:

**5.2 BANKING**

- a. In consultation with the president, choose a bank conveniently located for the treasurer. The Toronto Diocesan Council currently conducts banking with Canadian Imperial Bank of Commerce (CIBC)
- b. When changing signing authorities, obtain signature cards for three (3) signing officers, but only two signatures are necessary on cheques issued. The signing authorities should not sign their own expense cheques.  
Note: The bank requires that all three signing authorities come in to sign all the forms.
- c. If needed, schedule a meeting with the accountant to discuss the treasurer's understanding of the position and to obtain suggestions.

**5.3 PER CAPITA LISTS**

- a. At the beginning of each month, the National Office will send a notice by email of the amount of per capita fees collected for the previous month and the date of the direct deposits, together with a per capita report showing a breakdown of both current and year-to-date fees received from the parishes.



**5. TREASURER (continued)**

**5.3 (continued)**

- b. Verify the total amount collected for the month on the per capita report from National Office to the actual direct deposit amounts on the bank statement.
- c. As soon as possible, update the membership statistics by region and provide a copy to the president and the organization chair.

**5.4 GUARANTEED INVESTMENTS**

- a. Invest excess funds for flexible periods of time, if appropriate. Ensure that funds are accessible if needed. The accountant has advised that it is wise to keep a reserve equal to one year's operating expenses.
- b. The term deposits should be maintained at the level that will cover the council's expenses for one year.
- c. Following the year end, the first item for review in January should be the diocesan council's investments. A motion should be made to increase these funds on an annual basis, given the rate of inflation and the increase or decrease of any unforeseen expenses.

**5.4.1 PROVINCIAL AND NATIONAL CONVENTION ACCOUNTS**

Upon notification that the Toronto Diocesan Council will be hosting an Ontario Provincial or National Convention, the treasurer shall start to transfer funds from the General Bank Account to the Provincial/National Convention Account to cover the expenses of hosting such a convention.

The transfer of funds shall be made each year in January, with the final transfer made in the year of the convention. The amount of the yearly transfer is to be determined and voted on at a Toronto Diocesan Council Executive Meeting.

**5.5 FUND DONATIONS**

- a.
  - i) There is a separate Scholarship Account for donations received. Deposit all donations received for the following (listed in d. below) into the Scholarship Account. Record deposits by date, council name, region and charity.
  - ii) Other donations may be accepted and forwarded or returned to the parish CWL.
- b. National Voluntary Funds  
Each parish is to forward their own cheques to National Office, accompanied by a National Voluntary Fund Remittance Form.  
This form is revised yearly after the National Convention in August. Each council president receives this form along with other information directly from National. Following is a list of national-sponsored charities:  
Coady International Institute Fund, Development and Peace, Catholic Missions in Canada and the Catholic Near East Welfare Association (CNEWA).  
Other charities may be revised yearly.
- c. Provincial Voluntary Funds  
Ontario Provincial Council has one voluntary donation fund which is the Bishop Pappin Memorial Bursary Fund. Remit these directly to the provincial treasurer.

**5. TREASURER (continued)**  
**5.5 (continued)**

**d. Diocesan Voluntary Scholarship Funds**

The two diocesan scholarship funds are St. Michael's Scholarship Fund at University of Toronto and the Catholic Children's Aid Society - Hope for Children Foundation Scholarship Fund.

Donations to the scholarship funds are deposited into the Scholarship Account and awarded annually.

**5.6 ANNUAL CONVENTION**

- a. Based on the previous year, the treasurer shall present a budget to be approved by the council.
- b. Report on a cumulative basis from January 1<sup>st</sup> to meeting date.
- c. Be prepared to issue advance expense cheques at the appropriate time(s) at the request of the convention co-conveners.
- d. The treasurer will provide deposit slips to anyone handling cash (e.g., registration and banquet tickets). Deposits can be made at any CIBC bank as long as the proper bank encoding is on the deposit. **NOTE:** The treasurer must be immediately informed of each deposit made.
- e. Take the cheque book to the convention. Arrange for a safety deposit box(es) at the hotel.
- f. In consultation with the treasurer, money handling is up to the person in charge of the particular job description.
- g. Pay the hotel bill as promptly as possible following the convention.
- h. As soon as all bills have been paid, a financial report shall be prepared for presentation to the diocesan executive. (Bills must be forwarded to the treasurer as soon as possible or at least make her aware of an outstanding bill prior to presenting the financial report.)

**5.7 DEVELOPMENT DAY**

A budget is set up for Development Day to covers: Keynote Speakers (\$250 each to a maximum of \$1000 in total if have 4 speaker ); Music for the mass organist (\$100) Cantor (\$100) (if not CWL member); Space Rental (\$750 to a maximum of \$1000); Caretaker fee to a max of (\$150); Refreshments (up to max \$5 per person with receipts).

**NOTE:** Any proposed amount over the amount as set in the budget would require a vote from the TDC executive.

**5.8 NEWSLETTER**  
**Diocesan**

The editor arranges for the printing and mailing of the newsletter. The invoices from the Printer and Canada Post for mailing are sent to the Treasurer to be paid promptly.

**Provincial**

The Toronto Diocesan Executive Council receives 20 free copies from the Provincial Newsletter editor. The mailing list for all executive members and a cheque to cover the subscription numbers over 20 is to be sent to the Provincial Treasurer.

**5. TREASURER (continued)**  
**5.8 (continued)**

**5.9 EXPENSE ACCOUNTS**

- a. Standing committee and executive council expenses shall be paid from the General Account.
- b. Expenses shall be submitted monthly with final submissions no later than December 15th of the current calendar year.
- c. In an election year, expenses shall be submitted within 30 days following the election.
- d. Expenses shall be paid from the General account as per amounts in the approved budget. If expenses exceed approved amounts, payment will require a motion from the executive.

**5.10 BALANCING BANK STATEMENTS**

Accounts shall be reconciled monthly and posted to the ledger.

**5.11 BUDGET**

- a. An initial Operating Budget and TDC Convention budget for the upcoming year shall be prepared and presented at the November executive meeting.
- b. The Operating Budget & TDC Convention budget for the year is presented at the executive meeting in January, if possible, to be approved by the diocesan executive council.
- c. Prepare an annual report with “actual” figures.
- d. During an election year, there is to be a separate line for election expenses of approximately \$500.

**5.12 FINANCE COMMITTEE**

The Toronto Diocesan Council of The Catholic Women’s League of Canada shall create a Finance Committee to assist the Treasurer in her fiscal duties. This committee will be comprised of the treasurer as chair, two past executive members (consider one life member), and the president and spiritual advisor as ex officio.

**5.13 REPORTING**

**a. Treasurer Reports:**

Present a treasurer’s report at each diocesan executive and convention meeting. The treasurer’s report should report activity in each account and GIC, with a summary of all funds on hand. A copy should be made available for each executive member. The Treasurer’s Report is as of December 31st at the January meeting.

**b. Annual Donations Report:**

Compile a report of all donations from parish council annual treasurer's reports by deadline date. Submit to President a summary of all donations using the prescribed Provincial/National report form.

**c. Financial Statements:**

- i) Arrange with the auditor the timing of review of the annual financial statements.
- ii) Submit to the auditor all required documents to facilitate the review of the annual financial statements.
- iii) Arrange for printing of copies of the reviewed financial statements and mailing to all voting members at least 21 days before the annual convention where the financial statements are presented for acceptance.

**5. TREASURER (continued)**

**5.13 REPORTING (continued)**

**d. Annual Toronto Convention:**

i) Written Annual Report

Prepare a Treasurer's report for the annual report book distributed at the Toronto Diocesan Annual Convention. The annual report should include a summary of all as reported to Provincial and a listing of all donations to the Toronto Diocesan Voluntary funds. (i.e. St. Michael's Scholarship Fund and the Hope for Children Scholarship Fund). The reviewed financial statements are also appended to the Treasurer's report in the annual report book.

ii) Oral Report

Prepare an oral report for the annual Toronto Diocesan Convention and make two motions.

- "That the (*insert year*) Financial Statements, as reviewed by (*insert name of accountant*) and printed on pages *insert page numbers*) in the annual report book be accepted as printed."
- "That the services of (*name the accounting firm - they may not be the same*) be retained for the review of the (*insert the following year*) financial statements. "

e. **Newsletter:**

Prepare directives for three issues of the diocesan newsletter.

Adhere to deadline dates. *Refer to Newsletter Guidelines, pages 44 & 45.*

**5.14 HONORARIUM FOR DIOCESAN SPIRITUAL ADVISOR**

An honorarium of \$150 per month is paid to the diocesan spiritual advisor to cover expenses, no receipts required. An additional \$20 per month is forwarded to him to celebrate a monthly Mass for the intentions of the members of the diocesan council.

**5.15 MASS CARDS**

The diocesan treasurer is notified of the deceased's name and then will forward the information to the diocesan spiritual advisor with the appropriate offering.

---

**6. PAST PRESIDENT/HISTORIAN**

**6.1 RESPONSIBILITIES**

In addition to the general responsibilities outlined in the *Constitution & Bylaws (PART XII, Section 7, page 23)*, the past president shall, because of her experience, serve her council and president in a consultative capacity.

**6.2 ELECTIONS REGISTER**

In consultation with the corresponding secretary, confirm that the Elections Register is maintained and updated regularly. In an election year, oversee a review of the register and verify the eligibility of parish past presidents for nomination. This is done in consultation with the president and corresponding secretary.

## **PAST PRESIDENT (continued)**

- 6.2.1**
- a. Upon completion of a two-year term as parish council president, that name is entered into the Toronto Diocesan Elections Register and remains eligible for election for three consecutive elections following this two-year term.
  - b. Co-presidents who have completed a two-year term in their parish council are both eligible to be entered into the Toronto Diocesan Elections Register.
  - c. If a president continues in that same position, this does not extend eligibility. If elected to the Toronto Diocesan Council, an election must be held to elect a new parish council president by the end of that calendar year.  
*Refer to National Manual of P&P, PART XVI, Section 7*

- 6.2.2** A Regional Chair is eligible to stand for election upon the completion of her appointed term.

## **6.3 NOMINATIONS AND ELECTIONS COMMITTEE**

Chair the nominations and elections committee if requested by the president.

- (i) Appoint a committee.
- (ii) Follow correct procedures for nominations as specified in National Manual of Policy and Procedure.
- (iii) Prepare letters as follows:
  - a. acknowledge those who let their names stand;
  - b. advise those persons of the position(s) for which they have been nominated;
  - c. advise those persons not nominated; include appreciation for commitment to the League;
  - d. following election, forward a letter to any unsuccessful candidate.

## **6.4 DIOCESAN ELECTIONS PROCEDURE**

See Appendix A - Elections Procedure

*Refer to Constitution & Bylaws, PART XVI, Section 1 (b) and (e), Eligibility for Office.*

## **6.5 AMENDMENTS COMMITTEE**

Chair the amendments committee upon request by the president, if there are changes to be made to the elections procedure.

## **6.6 VOTING**

Members letting their name stand for election should not participate in the election process in any capacity.

## **6.7 DIOCESAN MANUAL OF POLICY AND PROCEDURE**

Every two years it will be necessary to revise and update the Toronto Diocesan Manual of Policy and Procedure in cooperation with the president and the executive members. All executive members should have up-to-date copies of the manual.

## **6.8 PATRICIA BEATTIE ANNUAL MEMORIAL MENTORING AWARD**

Obtain nominations for the Patricia Beattie Annual Memorial Mentoring Award. This Award has two levels: Category A - Parish Level and Category B - Diocesan and Auxiliary Level. These are presented each year at the annual diocesan convention.  
*Refer to Appendix E for procedure and requirements.*

## **PAST PRESIDENT (continued)**

### **6.9 ARCHIVES**

- 6.9.1** Past president is responsible for compiling the materials for archiving. She will form a committee with the approval of the president to sort materials for archiving.
- 6.9.2** No documents from National, Provincial or Regional levels will be kept, nor newsletters from other organizations. Only important correspondence, as well as any important events and/or articles, all minutes of executive/convention/resolutions meetings, as well as annual general meetings and special committees, with financial statements attached, will be archived.
- 6.9.3** Past president needs to maintain ongoing contact with the Director of Archives for the Archdiocese of Toronto. Agreement regarding what can be archived needs to be drafted and reviewed every two years with the archivist.

Note: The records from 1921 to 2000 five reels of microfilm in the Archives of the Archdiocese of Toronto. A duplicate set of five reels of microfilm is kept by the past president.  
Currently the next ten years' archive materials (2001 to 2010) have also been sent to the Archives of the Archdiocese of Toronto.

**II. POLICIES**

## 7. POLICIES

Policies are established by a motion, duly made, seconded and carried, at a meeting of the diocesan council and are subject to periodic review, at least every two to five years.

### 7.1 APPOINTMENTS

- a. Regional chairs, appointed by the diocesan president, shall serve a two-year term. They shall be considered members of the diocesan executive with the same voting privileges at meetings and conventions.
- b. The editor of the newsletter is appointed by, and answers directly to, the president, but does not have a vote on the diocesan council. This is not a sub-convener under communications. It is particularly recommended that a sub-convener be appointed to assist in the preparation and mailing of the newsletter. The editor may serve two consecutive terms.
- c. Diocesan sub-conveners are appointed in consultation with the president following headings in the Constitution & Bylaws for a two-year term and shall serve no longer than four years in the same sub-convenership.

### 7.2 LISTS

Each regional chair supplies a list of parish council spiritual advisors/presidents/ treasurers in her region to the corresponding secretary.

### 7.3 CAR MILEAGE PAYMENTS

- a. Car mileage reimbursement: Car mileage is paid for individuals driving their “own” car. It is for the wear and tear (maintenance) of their vehicle. As of January, 2012, \$0.35 (35 cents) per kilometer shall be paid to the following members:
  - i) Diocesan executive members for all authorized meetings, except the Evening of Reflection and their own regional meeting, with the exception of the president. This will include Regional Chairs to attend TDC Executive meetings. This does not include their own Regional meetings or attending meetings in other Regions. For other meetings and events, car mileage will be paid to Regional Chairs out of Regional funds if in compliance with the Region’s Policy & Procedure.
  - ii) Persons specifically appointed by the diocesan council to attend designated meetings/events, excluding board meetings, shall be similarly reimbursed at the same rate as the diocesan executive; i.e. convention co-conveners, leadership course instructors.
  - iii) Any Toll road charges (i.e. 407 or similar) is excluded and not covered.

### 7.4 SEMINARS

The registration fee for attending a seminar may be covered for the relevant chair and another executive member. Each case shall be reviewed on its merits at a meeting of the diocesan council. A brief written report shall be submitted by the committee chair who attended.

### 7.5 OFFICIAL DINNERS

- a. The Cardinal’s Dinner / Ordinandi Dinner: The president, president-elect and the spiritual advisor shall receive complimentary tickets, if attending. Tickets for other members of the diocesan council who wish to attend will not be subsidized. The treasurer will order tickets and request receipts for members who pay their own way.



**7.3 POLICIES (continued)**

**7.5 (continued)**

b. Annual Testimonial Dinners: The president, president- elect and spiritual advisor shall receive complimentary tickets, if attending. As each occasion arises, this policy shall be reviewed by the council.

**7.6 PROVINCIAL COUNCIL MEETINGS**

The expense of travel, accommodation, meals and meals en route incurred by the president attending the regular meetings of the provincial council shall be paid, in part, by the provincial council.

**7.7 LEADERSHIP COURSES**

Registration fee is to be collected by the region and promptly forwarded to the diocesan treasurer. All expenses (with receipts) connected to the leadership course shall be submitted to the diocesan treasurer for payment (i.e., mileage, hall rental, refreshments, etc.) NOTE:

**7.8 DEVELOPMENT DAY**

Development Day shall be offered at least once a year to the members in order to enhance growth and personal development. Funds can be requested from National or Provincial Development Funds if workshops for the day meet their criteria. No fee shall be collected for diocesan executive, regional chairs or newsletter editor. No fee shall be charged for the Convention Chair or her designate if deemed that she also needs to attend development day for the purpose of distributing convention materials.

**7.9 DIOCESAN PROJECTS**

The diocesan council shall decide whether or not a special project shall be recommended to the councils for their support, subject to the approval of the Catholic Pastoral Centre.

**7.10 MOTIONS BOOK**

Motions passed at meetings of the diocesan council shall be entered by the recording secretary in a Motions Book by number and date. The president shall have a duplicate of this book for ready reference. Motions shall be kept for five years, and then given to the historian.

**7.11 RESOLUTIONS**

The diocesan resolutions chair shall call a meeting of the resolutions committee for the purpose of discussing and revising a proposed resolution(s). Copies of these revised resolutions, approved by the diocesan council, shall be forwarded with a letter to all council presidents prior to the convention. Any council wishing to change the resolution shall submit the amendment, in writing, to the diocesan resolutions standing committee chair two weeks prior to the convention.

**7.12 REGIONAL FINANCIAL POLICY**

Only parish council presidents vote on financial matters.

**7.12.1 Regional Dues**

The amount of regional dues paid by councils in the region shall be decided by vote of the parish council presidents within each region.

**7.12.2 Regional Executive**

(a) Expenses incurred by the regional chairs in attending meetings of the

**7. POLICIES (continued)**

**7.12.2 (Continued)**

diocesan council and the annual convention (i.e., accommodation, meals, mileage and the cost of the regional hospitality room) excluding registration fee and the banquet ticket shall be paid out of regional funds.

(b) Expenses of regional executive for mileage and administration shall be paid by the region, funds permitting.

(c) An annual stipend in lieu of expenses shall be paid to the regional spiritual advisor by the region, funds permitting.

**7.12.3 Mailing Costs**

Cost of any mailings directed through the region by the diocesan council is the responsibility of the diocesan council.

The region, however, is responsible for distribution of materials brought to regional meetings by the diocesan council. These are handed out to councils at the meetings; if no representation from a council is in attendance, then the regional chair forwards these later.

**7.12.4 Regional Projects**

Regional projects should be encouraged to draw the region together, but should not detract from the League as a diocesan organization.

**7.13 MONTHLY MASS FOR DIOCESAN COUNCIL**

The spiritual advisor shall offer a Mass once a month for the intentions of the members of the diocesan council. A stipend shall be provided by the treasurer as requested by the spiritual development chair.

**7.14 MONTHLY MASS FOR MEMBERS**

With the approval of the diocesan council, the spiritual development chair shall arrange for a monthly Mass to be said for the intentions of all League members in the diocese.

The amount of the stipend and where it should be sent shall be reviewed annually.

*Refer to Spiritual Development 10.3, page 25.*

**7.15 DECEASED MEMBERS**

In the event of the death of:

**7.15.1 A member of the current diocesan executive:**

a. Diocesan council shall send a CWL Mass card to the immediate family in the name of the diocesan council.

b. The diocesan president or her appointee shall represent the council at the prayer vigil and/or funeral.

**7.15.2 A member of the immediate family of a current diocesan executive member:**

Includes regional chairs and regional spiritual advisors (husband, son, daughter, siblings, parent, and in-law parent). Diocesan council shall send a CWL Mass card to the executive member in the name of the diocesan council.

**7.15.3 A Life Member of Toronto diocese:**

Diocesan council shall, where possible, send a CWL Mass card to the immediate family in the name of diocesan council, accompanied by a personal note from the president.

7. **POLICIES (continued)**

**7.16 DIOCESAN LIFE MEMBERS**

- a. Shall receive a complimentary copy of the diocesan newsletter.
- b. Shall be sent information about the diocesan convention:
  - (i) registration shall be complimentary;
  - (ii) receives an invitation to pre-banquet reception and luncheon on DAY Two of the convention from the president.
- c. Shall be called upon as resource persons for leadership courses, Development Day, parliamentarians, speakers, etc.

8. **CONVENTION EXPENSES**

**8.1.1 National**

- a. Travel, meals and accommodation shall be paid for:
  - (i) the president;
  - (ii) the president-elect, or her alternate, as an accredited delegate, funds permitting;
  - (iii) the spiritual advisor; for national conventions hosted within Ontario, and once during his five-year term for an out-of-province national convention;
  - (iv) two convention conveners, if hosting the following year.
  - (v) resolution chair, if a diocesan resolution is to be presented at the national convention and funds permitting.
- b. The Toronto Diocesan Council will cover:
  - (i) a standard room for the Spiritual Advisor
  - (ii) a standard room for President and President-Elect. If the President and President-Elect choose to not share a room, then only their portion of the room expenses are covered from the Saturday to the Wednesday of the convention.

**NOTE:** Expenses for accommodations and events for the Convention will be covered as follows:

- Accommodations are covered for the days of the convention from Saturday night to including Wednesday night.
  - Events are covered for the days of the convention to end of business – including closing banquet.
  - Events either prior to or after said convention days are considered a personal choice and at own expenses. However, meals for the travel day home are covered at the per diem amounts for the day.
- (iii) The dinner for the Provincial night is covered for the President, President-Elect and Spiritual Advisor up to the per diem per day costs.
  - (iv) If flights need to be booked for convention, it is understood that all efforts to book as early as possible be made in order to get the best price possible. The Toronto Diocesan Council will cover the cost of the flight and one baggage check if applicable.

**NOTE:** Not covered are: seat selection, travel agency fee, any extra costs for late booking, cancellation costs, all travel insurance and extra baggage unless for Toronto Diocesan Council purposes.

- (v) If there is a choice to fly or drive, then the lesser amount of the two choices will be refunded.

8. CONVENTION EXPENSES (continues)

8.1.2 Provincial

- a. Travel, meals and accommodation shall be paid for:
- (i) the president (over the costs already covered by the provincial council);
  - (ii) the spiritual advisor;
  - (iii) two (2) accredited delegates including
    - (a) president-elect;
    - (b) resolutions chair; or their representatives appointed by the president;
  - (iv) two convention conveners, if hosting the following year.

b. The Toronto Diocesan Council will cover:

- (i) a standard room for the Spiritual Advisor.
- (ii) a standard room for the President-Elect and Resolutions Chair. If the President-Elect and Resolutions Chair choose to not share a room, then only their portion of the room expenses are covered from the Saturday to the Wednesday of the convention.

NOTE: Expenses for accommodations and events for the Convention will be covered as follows:

- Accommodations are covered from the Saturday night to including Wednesday night.
  - Events are covered for the business days of the convention including closing ceremony and luncheon.
  - Events either prior to or after said convention days is considered a personal choice and will be at their own expense. However, meals for the travel day home are covered at the per diem amounts for the day.
- (iii) The dinner for the Diocesan night is covered for the President-Elect, Spiritual Advisor and Resolutions Chair up to the per diem cost.
  - (iv) If flights need to be booked for convention, they need to be booked as early as possible in order to get the best price possible. The TDC will cover the cost of the flight and one baggage check.

NOTE: Not covered are: seat selection, travel agency fee, any extra costs for late booking, cancellation, all travel insurance and extra baggage unless for TDC purposes.

- (v) If there is a choice to fly or drive, then the lesser amount of the two choices will be refunded.

c. For members of the TDC council, including regional chairs and the newsletter editor, not already covered as per above and/or not already being subsidized by their regions or local parishes, to receive \$100 towards their convention expenses.

8.1.3 Diocesan

- a. The cost of hotel, meals and registration is paid for:
- (i) the president;
  - (ii) the spiritual advisor;
  - (iii) the president-elect;
  - (iv) the convention chair and two co-conveners;

## II. POLICIES

---

### 8. CONVENTION (continued)

- b. For elected TDC officers, Regional Chairs and the Newsletter Editor (not already covered as per above and/or otherwise covered by their parish &/or region) to receive \$100 towards their accommodation expenses.
- c. The costs for the provincial president or her representative, if attending including meals, travel and accommodation is paid for by the provincial council.
- d. The costs for the national president or her representative, if attending, including meals, travel and accommodation is paid for by the national council.
- e. The cost of registration is paid for all diocesan executive, including regional chairs and newsletter editor, as well as life members.

#### 8.1.4 TRAVEL AND ACCOMODATION REIMBURSEMENT GUIDELINES:

It is understood that individuals should neither gain nor lose personally as a result of incurring expenses on behalf of the TDC council.

All expense claims, with original receipts, should be submitted for reimbursement as incurred.

If one's spouse is accompanying an individual on business, 1/2 the room charges and any other travel room charges for the second person are a personal expense.

For out of town/province destinations where multiple modes of travel are available, the "lesser of mileage rule" would apply. Where a person would be reimbursed the equivalent of the lesser cost of choice of travel.

#### 8.2 DIOCESAN CONVENTION BANQUET ITEMS:

- a. Complimentary banquet tickets are issued to: the archbishop, bishops, national president or representative, provincial president or representative, guest speaker (if applicable), the diocesan spiritual advisor, the convention chair and co-conveners, the official convention photographer, press representatives designated by the president (if applicable), all elected and appointed diocesan executive including regional chairs and newsletter editor.  
(Excluded are regional spiritual advisors who are covered by their respective regions). All other complimentary guests must be pre-approved by the diocesan executive.
- b. Pre-Banquet Cocktail attendance is by invitation only. Invitations are issued to the archbishop, bishops, national president or representative, provincial president or representative, honorary life members, life members, guest speaker (if applicable), the diocesan spiritual advisor, the convention chair and co-conveners, the official convention photographer, press representatives designated by the president (if applicable), all elected and appointed diocesan executive including newsletter editor, regional chairs, and regional spiritual advisors.  
For the two years during the presidents' term, her immediate family may also be invited to the cocktail hour.  
For the year the president elect is installed as president, her immediate family may also be invited to the cocktail hour.

## **II. POLICIES**

---

### **8. CONVENTION (continued)**

- c. Cost-price tickets are offered to the family and/or friends of the president during her two-year term and also to the president-elect in the year of her installation as president. Cost price to be the amount charged by the hotel which includes (base price + banquet service charge + tax)

NOTE: Complimentary wine during banquet dinner to be limited to two bottles for one guest table for the president during her two year term and also to the president elect in year of her installation as president.

### **8.3 CONVENTION MEAL ALLOWANCE (where applicable)**

- Breakfast: up to \$15 (with receipts)
  - Lunch: up to \$20 (with receipts)
  - Dinner: up to \$40 (with receipts).
  - Total meal expense per day not to exceed \$75
- This excludes meals where a ticket has been purchased.

**III. GENERAL RESPONSIBILITIES OF  
DIOCESAN STANDING COMMITTEE CHAIRS**

**9. GENERAL RESPONSIBILITIES OF STANDING COMMITTEE CHAIRS**

- 9.1** Understand the scope of your standing committee by reading and studying:
- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| Constitution & Bylaws 2013            | Diocesan Manual of Policy & Procedure |
| National Manual of Policy & Procedure | Toronto Diocesan Newsletter           |
| Executive Handbook section            | Provincial newsletter                 |
| Leading the League                    | Annual reports                        |
| The Canadian League magazine          | Reports at all levels                 |
| Provincial & National directives      | Previous files                        |
| Other resource materials available    |                                       |

Be knowledgeable, as much as possible, of all standing committees.

- 9.2** In consultation with the president, appoint an adequate number of sub-conveners according to sub-headings in Constitution & Bylaws, not to exceed four to five (maximum). They report directly to the committee chair. Report their names and addresses immediately to the diocesan corresponding secretary and to the newsletter editor.
- 9.3** Contact your corresponding regional standing committee chairs. They are part of your committee. These names will be provided by the corresponding secretary and/or regional chair as received.
- 9.4** Be responsible for encouraging support and participation in provincial and national projects.
- 9.5** Be responsible for those ongoing diocesan projects relevant to your standing committee.
- 9.6** Be responsible for developing new diocesan programs when necessary.
- 9.7** Encourage parish councils to cover as many aspects of the standing committee as possible. Read and keep clippings and brochures on current matters.
- 9.8** Promote the idea of developing committees to involve more members. This can be done through contact with your regional counterparts and through the newsletter.
- 9.9** Prepare directives for three issues of the diocesan newsletter. Adhere to deadline dates. *Refer to Newsletter Guidelines, pages 44-45.*
- 9.10** Attend diocesan executive meetings and report on the work of your committee. Submit a written copy of your report to the recording secretary, president, and retain one copy for your file.
- 9.11** Prepare and distribute to regional chairs, handouts for distribution at regional executive meetings to parish councils, when available.
- 9.12** Attend as many regional spring and fall meetings as possible.



**9. GENERAL RESPONSIBILITIES OF STANDING COMMITTEE CHAIRS  
(continued)**

- 9.13** Participate as directed by the president. Attend diocesan CWL special events such as public speaking final contest, Development Day, resolutions committee meetings, etc.
- 9.14** Members of the diocesan council are automatically on the convention committee and are expected to accept a specific responsibility. Attend all sessions of the convention, pre-convention planning meetings and the post-convention meeting, and submit reports.
- 9.15** Compile an annual report from parish council reports sent to you by the diocesan organization chair. Forward a copy to diocesan chair of organization by the deadline date. Retain one copy for your file.  
Each annual report should be concise, but complete enough to enable parish councils to use it as a reference. An extraordinary achievement by council(s) should be recognized by name. Reports shall be affirming using specific numbers and/or percentages. Add any work done as a committee chair, along with recommendations for future implementation. Do not include meetings attended. Any diocesan projects should be included. It is essential that only information relating to your standing committee be included in your annual report.
- 9.16** Encourage parish councils to send representatives to conferences and special events and encourage financial support to recommended organizations, recording all donations for the treasurer's annual report.
- 9.17** Index carefully and deliver promptly all papers and records to your successor. Include manuals, Executive Handbook, directives and files from two (2) past chairs. Any special project file should be forwarded to the historian.
- 9.18** Implement resolutions pertaining to the standing committee.
- 9.19** When unable to attend an event concerning a standing committee, first ask a sub-convener to attend. If that is not possible, ask the president to appoint someone.
- 9.20** Where provincial or national offices have asked the Toronto Diocesan Council to send a delegate to an event on their behalf, the person appointed will send an expense as well as a written report to the office that requested CWL representation.

**IV. SPECIFIC RESPONSIBILITIES OF  
DIOCESAN STANDING COMMITTEE CHAIRS**

## **10. SPIRITUAL DEVELOPMENT**

**IN ADDITION TO THE GENERAL RESPONSIBILITIES OF DIOCESAN CHAIRS AS OUTLINED ON PAGES 23 AND 24, SPECIFIC DUTIES UNDER THIS STANDING COMMITTEE ARE AS FOLLOWS:**

### **10.1 SUB-CONVENERS**

In consultation with the president, appoint sub-conveners as outlined in the *Constitution & Bylaws, page 24*.

### **10.2 REPRESENTATIVES**

Representatives are required for Ecumenical and Interfaith Commission (letter of appointment to EIC must be sent by the Archbishop).

Women's Inter-Church Council (WICC), World Day of Prayer, Representatives are recommended for the following: Scarboro Foreign Missions, Pontifical Missions, Catholic Missions In Canada and the Ordinandi Dinner Committee. There should also be CWL representatives on the following boards: ShareLife and Holy Childhood Association. They receive information to pass on to CWL councils.

### **10.3 MASSES**

Arrange for a Mass to be said monthly for all CWL members of the Toronto diocese, living and deceased. Alternate years between Scarboro Foreign Missions and Catholic Missions In Canada. See correspondence file. Request a Mass to be said monthly by the diocesan spiritual advisor for the intentions of the diocesan executive council. Complete expense forms for both and submit to treasurer.

### **10.4 MEETINGS**

Select a scripture reading and prepare a reflection (or an appropriate prayer) for each meeting involving the diocesan executive. Ask members to participate by doing the readings or reflections at the meetings.

### **10.5 DEVELOPMENT DAY**

Work with the organization chair and spiritual advisor to prepare the liturgical part of the program to reflect the theme and objective of the day. Participate as requested by the president.

### **10.6 EVENING OF REFLECTION**

Organize an evening of reflection for the diocesan executive, their sub-conveners and Toronto diocesan honorary/life members. Invite the convention conveners and sub-conveners. Schedule this just prior to or shortly following the diocesan convention.

### **10.7 CONVENTIONS**

- a. Working with the spiritual advisor and president, prepare the liturgies for the convention, including prayer services, music, all readings for the Mass (es), with copies for all readers.
- b. Arrange for acolytes if required.
- c. Arrange for musicians, cantor, etc. Consult with the convention committee re choice of music. Arrange for copyright permission for music and/or words well in advance.

**10. SPIRITUAL DEVELOPMENT (continued)**

**10.7 (continued)**

- d. For the convention package, prepare forms for the spiritual bouquet for diocesan spiritual advisor and Book of Life for deceased members.

**10.8 DECEASED MEMBERS**

Send a list of deceased members to provincial council when the Book of Life is updated prior to the annual diocesan convention.

**11. ORGANIZATION**

**IN ADDITION TO THE GENERAL RESPONSIBILITIES OF DIOCESAN CHAIRS AS OUTLINED ON PAGES 23 AND 24, SPECIFIC DUTIES UNDER THIS STANDING COMMITTEE ARE AS FOLLOWS:**

**11.1 RECRUITMENT OF MEMBERS**

- a. Encourage all parishes to increase membership and keep record of membership numbers submitted by the diocesan treasurer. Verify membership totals with the treasurer. Record numbers by parishes, regions and diocesan totals.
- b. Order, prepare and present special Certificates of Merit from National Office (signed by national president-elect) and present to councils with increases in membership from one to nine members, at the spring regional meetings.

**11.2 ORGANIZATION AND/OR REORGANIZATION OF PARISHES**

- a. Contact the parish priest or interested women in the parish.
- b. Ask members of the diocesan executive to attend one or two meetings to inform parish ladies of the workings of the League. (Diocesan president, the organization chair and the regional chair should attend.)
- c. Take copies of available materials to first meeting for information only. Carry pencils and paper in a box in case an election is needed.
- d. Advise the new president to send application and per capita list (in duplicate) to national office.
- e. Once National Office receives the applications and per capita list they will assign the chart number. A president's kit is then sent to the new or reorganizing council. The kit consists of the following:

1 - Executive Handbook	1 - Guidelines for Treasurer
1 - National Manual of Policy and Procedure	1 - Handbook for Secretaries
1 - Handbook for Spiritual Advisors	1 - Handbook for Past Presidents
1 - Leading the League Handbook	1 - Membership package (remittance filled in)
1 - Constitution & Bylaws	1 - Parish Council mailing
1 - Ceremonies Booklet	Most current issue of the League Magazine
1 - CWL Prays	Member Pins for all who signed the charter
1 - Parliamentary Procedure	Copy of Liability Insurance Coverage

## **11. ORGANIZATION (continued)**

### **11.2 (continued)**

- f. For new and or/ reorganized parish councils only, give the president the following:
  - \* List of diocesan executive (in copy of newsletter)
  - \* Fifty prayer leaflets and CWL brochures (either blue/gold or white)
  - \* Copies of the last two or three annual reports and newsletters
  - \* President's pin (ordered from national office and presented at installation)
  - \* List of regional executive
  - \* Spiritual advisor's pin (to be presented at installation)
- g. Prepare for the installation of the new officers.
- h. Review supplies received in president's kit from National and order required items accordingly. i.e. president's pin, spiritual advisors pin, 10-12 taper candles.

### **11.3 LEADERSHIP DEVELOPMENT/DEVELOPMENT DAY**

- a. Promote the leadership & public speaking course in all regions.
- c. Request regional chairs to set up course with the leadership course sub-convener(s).
- d. The leadership course sub-convener(s) shall arrange for leaders, provide materials and keep in contact. She shall also recommend to the organization chair if a meeting of all leaders is needed - i.e., every other year - at which time appropriate revisions and additions can be made to the course.
- e. Begin planning Development Day early, with target date of mid-February. Consult with president to avoid conflicting dates with other levels of the League. Details such as time, place, and format should be in place in time for the Fall Newsletter. Map and registration form should be in the Winter Newsletter. Keep in mind standing committee workshops are usually held every second year.

### **11.4 LEAGUE PUBLICATIONS**

Prepare information and directives for newsletter. Encourage the use of the Diocesan Newsletter, websites, The Canadian League magazine and the Constitution & Bylaws.

### **11.5 RESOURCE MATERIAL**

Provide all diocesan executive with an up-to-date copy of the National and Diocesan Manuals of Policy and Procedure and Executive Handbook section relating to their standing committee. Keep on file a complete copy of the Executive Handbook and all resource materials that may be required by the executive members.

### **11.6 ANNUAL REPORTS**

Arrange for the printing and distribution of the diocesan annual report forms. Notify the parishes and diocesan executive as to headings, outline and due date of annual reports allowing time for compilation, reading and composing by diocesan executive. These reports reflect activities from January 1 to December 31 of each year. The provincial organization chair will provide deadlines. Notify parishes and diocesan executive of deadlines.

**11. ORGANIZATION (continued)**

**11.6 (continued)**

**11.6.1 Parish Reports**

Request parishes to send two copies of each committee report. If there is no chair, then a blank sheet is included stating “no chair” under the appropriate heading. The diocesan organization chair sends one copy to the specific diocesan committee chair and one copy to the diocesan president.

**11.6.2 Regional Chairs’ Reports**

Request regional chairs to send two copies of their reports, which are overall reviews of regional activities. One copy is forwarded by the diocesan organization chair to the diocesan president; the other is retained for the printer.

**11.6.3 Diocesan Committee Chairs’ Reports**

Compile from parish reports. Diocesan committee chairs send three copies to diocesan organization chair. Two copies are given to the diocesan president (who forwards one copy to provincial) and the third copy is retained for the annual report book.

**11.6.4 Special Reports**

Diocesan spiritual advisor, president, treasurer, the two secretaries and the newsletter editor forward their reports in duplicate to the organization chair.

**11.6.5 Committee to Correct and Edit Reports**

Set up a committee to correct and edit committee chairs’ and regional chairs’ reports before forwarding to the printer/photocopying service.  
Note: The first copy off the printer must to be proofread, before filling the complete order.

**11.7 CONVENTION DUTIES**

**11.7.1** Order, prepare and present Certificates of Merit for parishes with an increase of ten (10) or more members. Letters of invitation are sent to the parish presidents that will be receiving the certificates.

**11.7.2** Order and present all new councils with a picture of Our Lady of Good Counsel (mounted 9" x 12"), available from national office. Letter of invitation is sent.

**11.7.3** Order and present special anniversary certificates when appropriate. Letter of invitation is sent to parish president.

**11.7.4** Arrange for annual reports to be distributed in a systematic manner. There should be a sufficient number of printed annual reports available to ensure that the following all receive a copy:

- Parish presidents
- Diocesan executive
- Diocesan sub-conveners
- Diocesan life members
- Regional spiritual advisors
- The cardinal/archbishop and bishops
- Provincial president and provincial organization chair
- Two (2) copies to be sent to Toronto Central Reference Library
- One (1) copy for Toronto Diocesan CWL archives
- Extra copies required for sale and for presentations to future councils

## **12. CHRISTIAN FAMILY LIFE**

**IN ADDITION TO THE GENERAL RESPONSIBILITIES OF DIOCESAN CHAIRS AS OUTLINED ON PAGES 23 AND 24, SPECIFIC DUTIES UNDER THIS STANDING COMMITTEE ARE AS FOLLOWS:**

Encourage councils to keep the broad scope of the standing committee by covering the five sub-headings in a balanced manner.

### **12.1 MARRIAGE AND FAMILY**

- a. Promote family prayer. It is a binding, strengthening force.
- b. Support parents in their roles as the persons primarily responsible for the human and spiritual development of their children, with consideration given to helping them understand the morals and values crises they are facing.  
Consideration should be given to:
  - \* families with two working parents;
  - \* the changing role of women;
  - \* single-parent families;
  - \* families in crisis;
  - \* the middle-aged parent.
- c. Promote and lend support to:
  - \* programs such as engagement and marriage encounter weekends, marriage preparation and enrichment courses, natural family planning methods, parenting courses, stress workshops, substance abuse programs;
  - \* family participation in parish social events.

### **12.2 SANCTITY OF LIFE**

The Catholic Women's League pledges its support of life from conception to natural death. Urge members to:

- a. pray for all those caught up in the violence that surrounds the abortion issue;
- b. educate and keep members aware of the church's teachings on all aspects of this issue;
- c. join local pro-life groups, become active members, support financially, volunteer time and effort; i.e., by writing to MPs, MPPs, etc.;
- d. appoint members to attend pro-life meetings and report frequently to the council, distribute literature and keep members up-to-date and aware of all related issues, in particular those that require immediate attention or action;
- e. support peace-filled prayerful Marches for Life, vigils, Life Chain, December 8<sup>th</sup> Celebrate Life Masses;
- f. discourage any ideas of violence re the abortion issue; do not condone, promote, or be involved in acts of violence;
- g. study related topics such as family member abuse, adolescent suicide, euthanasia, death and dying, problem areas in contemporary human genetics and sound moral reasoning as it affects the basic rights of the individual family, the meaning of life and death, our dignity and our future.

**12. CHRISTIAN FAMILY LIFE (continued)**

**12.3.1 MINISTRY TO YOUTH**

- a. Encourage CWL councils to form a Catholic Girls League for girls ages 9-15. For the formation of a new CGL first refer to *Appendix I - CGL Checklist 2014 and Appendix J - CWL-CGL Volunteer Description*.
- b. Encourage girls ages 16 and over to join the CWL and encourage members to take an active part as leaders in Girl Guides, Brownies and other Catholic youth groups in the community.
- c. Invite the youth of the parish to become involved by helping widows, seniors and single parents by offering their services; e.g., babysitting, driveway shoveling, yard care, shopping, rides to meetings and to Mass, doctor's appointments, etc.
- d. Assist the promoters of COR Weekends.
- e. Support the young people wishing to attend World Youth Days and other major Catholic youth rallies.
- f. Become aware of youth issues. Support the Toronto Archdiocesan Youth Office, add council's name to Youth newsletter circulation, advertise their proposed projects, and invite speakers. Ask Youth Office for guidance and direction.

**12.3.2 MINISTRY TO DISABLED**

- a. Encourage disabled to take active, executive roles in the CWL by removing any obstacles (transportation, etc.).
- b. Encourage councils to have speakers and presentations on topics pertaining to the disabled.

**12.3.3 MINISTRY TO SENIORS**

Encourage councils to:

- a. invite seniors to belong to the League and keep them informed/connected to the council; ensure a drive to events/meetings. Ask them to be active in a prayer and/or rosary group, and/or telephone committee. Stress the immense value these services are to the League.
- b. Include seniors in planning seniors' events; seek the advice of senior members; ask them to share their memories and help form a history of the council;
- c. invite speakers who would address the concerns of the seniors in the parish; e.g., power of attorney, prescription drugs, elder abuse, income tax services, health and home care;
- d. keep the seniors in the parish informed of all new legislation that would concern them; keep them informed of their rights; make seniors' resource information booklets available.

**12.3.4 MINISTRY TO WIDOWED**

Encourage councils to:

- a. have a parish bereavement group, such as New Beginnings or Bereaved Families of Ontario;
- b. offer speakers on topics of special concern; e.g., coping with their loss;
- c. keep in touch; offer prayer, support and companionship.



**12. CHRISTIAN FAMILY LIFE (continued)**

**12.3.5 MINISTRY TO SEPARATED AND DIVORCED**

Encourage councils to:

- a. promote New Beginnings program;
- b. present a forum to discuss problems; invite speakers on topics of special concern; i.e., coping with their loss, adjusting to life as a single person, finding strength in their faith;
- c. offer prayer, encouragement and friendship.

**12.3.6 MINISTRY TO SINGLES**

Encourage singles to participate in other ministries within the church. Singles are part of the Christian family, and their gifts are an “untapped resource” in our churches today. This ministry promotes growth of the whole person. Its purpose is not to separate the single from the rest of the congregation, but to make them feel welcome and part of the whole.

**12.4 VOCATIONS: PRIESTHOOD, RELIGIOUS AND LAY VOCATIONS**

- a. Promote prayers for vocations.
- b. Encourage parents to go to church with their children.
- c. Emphasize respect for priests and religious and avoid criticism. Invite them into your home. Encourage and support any person who may be hearing Christ’s unique call.
- d. Promote prayers, programs, workshops, literature, retreats and speakers in the schools and the community.
- e. Pray for the success of the “Called by Name” program. Members should help out when it is presented in their parish.
- f. Coordinate with a Serra House representative and arrange and collect spiritual bouquets to support the Ordinandi Dinner. Attend dinner planning meetings as required. Encourage councils to honour those taking religious vows. They should be invited as speakers and asked to share their faith journey with the parish.
- g. Encourage councils to invite newly-ordained priests to share the story of their personal journeys or perhaps of their first year as a priest.
- h. Promote donations to the Bishop Pappin Memorial Bursary Fund (for seminarians).

### 13. COMMUNITY LIFE

**IN ADDITION TO THE GENERAL RESPONSIBILITIES OF DIOCESAN CHAIRS AS OUTLINED ON PAGES 23 AND 24, SPECIFIC DUTIES UNDER THIS STANDING COMMITTEE ARE AS FOLLOWS:**

#### 13.1 RESPONSIBILITIES

The community life chair, assisted by sub-conveners, shall be responsible for encouraging councils to become involved in the community.

#### 13.2 COMMUNITY PROJECTS

If the committee chair is asking councils to support charitable organizations, please ensure that these are endorsed by the diocesan executive, by vote (*See Policies 7.9, page 17*) and by the Catholic Pastoral Centre. Remittance instructions should agree with instructions given by the treasurer.

Approved diocesan projects:

- a. Issues Concerning Dignity and Rights of Persons  
For example: group homes; day care centers; women's rights; Family Law reform; Amnesty International, etc.
- b. Social and Economic Justice  
For example: Free Trade products.
- c. Refugees, Immigration and Citizenship  
Encourage and/or assist with parish sponsorship of refugee families. Welcome those new to Canada and assist them in adjusting to the Canadian way of life.
- d. Canadian Catholic Organization for Development and Peace (CCODP)  
Encourage League members to thoroughly understand the Canadian Catholic Organization for Development & Peace, its aims and how it works. It does not provide charity but seeks and implements the social justice to which all humans are entitled. Urge councils and League members to contribute 1% of personal spending or parish council funds.
- e. Developing Countries  
Work with other groups in the parish and other denominations in the community to make people more aware of world poverty and to seek solutions.

#### 13.3 WOMEN IN PUBLIC LIFE

Encourage members at all levels of the League to support and encourage qualified women to run for public office. All community life chairs are urged to introduce themselves to their elected representatives, asking to be placed on the mailing list for any newsletters and updates that may be issued.

#### 13.4 RESOLUTIONS

Many of the resolutions passed at all levels of the League are directed to this standing committee. As resolutions are passed, review and provide directives to councils on how to best react to the issue.

## 14. EDUCATION AND HEALTH

**IN ADDITION TO THE GENERAL RESPONSIBILITIES OF DIOCESAN CHAIRS AS OUTLINED ON PAGES 23 AND 24, SPECIFIC DUTIES UNDER THIS STANDING COMMITTEE ARE AS FOLLOWS:**

### 14.1 CATHOLIC SCHOOLS

Promote councils' support of their parish schools by encouraging members to:

- a. attend school board meetings and serve on school boards;
- b. participate in and support the Holy Childhood Association.

### 14.2 ADULT EDUCATION

Promote parenting and continuing education courses to all members.

### 14.3 DIOCESAN SCHOLARSHIPS

#### a. St. Michael's College Scholarship Fund

- The amount of the scholarship for the coming year will be decided by vote at the Spring executive meeting. Make the following motion: "That the St. Michael's Scholarship in the amount of \$\_\_\_\_\_ be provided for a Catholic girl entering St. Michael's College, U of T."
- Notify the Office of Student Awards in September advising them of our intention, stating the amount and that a cheque will follow. In April, the sub-convener with the approval of the president, will write a letter enclosing the cheque to the Student Awards secretary.
- Promote the scholarship in the diocesan Newsletter and at regional meetings. It is essential that funds be received to cover our commitment.
- Prepare and distribute flyers and a covering letter advertising the scholarship to regional chairs for distribution to parish presidents.
- Announce the scholarship recipient in the E & H newsletter article for the Winter issue of the Toronto Diocesan Newsletter.
- Invite the scholarship recipient to the convention and ask her to address the assembly.

#### b. Hope for Children Foundation Scholarship Fund

- Make the following motion at the Spring executive meeting:  
"That \$\_\_\_\_\_ be forwarded to CCAS for a scholarship through the Hope for Children Foundation."
- Promote scholarship and donations as above.
- Announce the scholarship recipient in the E & H newsletter article for the Winter issue of the Toronto Diocesan Newsletter.
- Invite the scholarship recipient to the convention and ask her to address the assembly.

### 14.4 DIOCESAN AWARDS

#### a. **MARY MATTHEWS PUBLIC SPEAKING AWARD**

This is the major project under this standing committee.

It is essential that the diocesan final contest be well organized, properly run and chaired by the diocesan chair.

**14. EDUCATION AND HEALTH (continued)**

**14.4 a. (continued)**

Refer to contest directives on file for running the contest.

- Distribute contest guidelines and directives to regional chairs at the Fall executive meeting or at the Fall Regional Meetings.
- Set the date and time of contest for inclusion in the Toronto Diocesan Newsletter - Winter Issue.
- Secure a location, making sure that there is a stage for the contestants (if possible) and a private room for impromptu preparation and for use of judges. Request host council to provide refreshments. The hosting Council will be reimbursed for cost of refreshments up to \$100 with receipts.
- Forward form to regional education chair requesting necessary information re: winners.
- Obtain services of three impartial qualified judges. Invite judges by letter. When confirmed, provide them with a copy of the evaluation sheet and instructions.
- Obtain services of a timekeeper. When confirmed, forward a copy of timekeeper's instruction record sheets. Ensure that the timekeeper has a stopwatch.
- Purchase gifts for three judges and timekeeper. Maximum \$30 (Thirty Dollars) per judge and \$20 (Twenty Dollars) for the timekeeper. Should any of the above be a CWL member then in lieu of a monetary gift a Thank You card or Mass card be considered.
- Purchase awards and gifts for contestants. The winner receives a personal plaque and \$100 (One Hundred Dollars) cash. The runner-up receives a personal plaque and \$50 (Fifty Dollars) cash.
- All other participants should each receive \$25 (Twenty-Five Dollars) cash and a plaque.
- Obtain cheques from treasurer for those requiring cheques.
- Obtain two diocesan trophies/plaques from schools of last year's winners and runners-up.
- The diocesan trophies/plaques are engraved with the name of the winner/runner-up and are displayed in their schools during the year
- Have sufficient copies of judges' evaluation sheets for contest. Prepare programs for contest.
- One judge could be asked for comments. Determine this well before the contest.
- On the day of contest, check set-up of hall. Check room for impromptu speech preparation and for use of the judges.
- At the contest, the diocesan president presents the gifts and trophies/plaques.
- After the contest, forward thank-you letters to three judges, timekeeper, any assistant, host parish spiritual advisor and host parish president.
- Take both diocesan trophies/plaques to be engraved. The first place trophy/plaque is presented again at the diocesan convention and the second place trophy/plaque is presented again at the spring regional meeting in the home region or at the school of the second place winner.
- A letter of congratulation is sent to the winner inviting him/her to attend the diocesan convention to present his/her winning speech and to receive the engraved trophy/plaque.
- A letter is sent to Mary Matthews inviting her to present the winning speaker with the trophy/plaque at the annual convention.

**EDUCATION AND HEALTH (continued)**

**14.4 (continued)**

**b. JEAN McCANN SERVICE AWARD FOR YOUTH**

This award is given to a confirmed Catholic youth for dedication and service within his/her school, the parish community and the local community.

Refer to contest directives in file.

- Distribute applications, rules and application deadline date to the regional chairs at the at the Fall executive meeting or at the Fall Regional Meetings.
- Secure two judges to select the deserving applicant.
- Obtain the diocesan plaque from the school of last year's winner and have it engraved for presentation.
- Notify the winner by mail with an invitation to the diocesan convention where the school plaque and a smaller keeper plaque are presented.
- Include with the letter a cheque for \$100 (One Hundred Dollars).
- Send a letter inviting a Life Member to present the Jean McCann Service Award at the convention.

**c. MARY DOBELL PRO-LIFE ESSAY AND POETRY AWARDS**

There are two levels for each award (a potential of 12 awards):

Senior: grades ten, eleven and twelve

Intermediate: grades seven, eight and nine

Refer to contest directives in file.

- Distribute rules and deadline dates to the regional chairs at the summer executive meeting.
- Each regional chair shall forward the names of first and second place winners for the region for senior and intermediate levels of both essay and poetry.
- Select at least two judges to determine the winners.
- From the entries received, choose three in each category: first, second and third (for a total of 12 possible winners).
- The winners receive:

First	-	\$100 (One Hundred Dollars)
Second	-	\$ 50 (Fifty Dollars)
Third	-	\$ 25 (Twenty-Five Dollars)
- Notify the winners by mail and enclose the cheque. Invite only the first place winner in each category to attend the diocesan convention and receive their award.
- Obtain the diocesan plaques from the schools of last year's winners and have them, as well as keeper plaques for winners, engraved and ready for presentation at the convention.
- Send a letter to a Life Member inviting her to present the Mary Dobell Pro-Life Essay and Poetry plaques to the winners at the convention.

**IT SHOULD BE NOTED BY THE EDUCATION AND HEALTH CHAIR THAT IF, IN THE OPINION OF THE JUDGES, THERE ARE NO WORTHY SUBMISSIONS IN A CATEGORY, NO AWARD IS TO BE MADE.**

**14.5 HEALTH**

**14.5 a. WELLNESS AND SICKNESS/DISEASE**

- Be aware of the current state of health care.
- Encourage members' involvement in organizations providing health care, palliative care and crisis intervention.
- Support public health programs aimed at controlling the spread of diseases.
- Promote and participate in community programs and lectures on health care issues.

**14.5 b. ENVIRONMENT**

Study and promote ecologically sound practices.

**14.5 c. GENETICS**

Monitor and study the advantages and disadvantages of scientific development in light of teachings of the Catholic Church.

---

**15. COMMUNICATIONS**

**IN ADDITION TO THE GENERAL RESPONSIBILITIES OF DIOCESAN CHAIRS AS OUTLINED ON PAGES 23 AND 24, SPECIFIC DUTIES UNDER THIS STANDING COMMITTEE ARE AS FOLLOWS:**

**15.1 RESPONSIBILITIES**

- a. Promote the image of the League by informing the community of CWL aims, objectives, projects and achievements.
- b. Show concern for the quality of material presented to the public through the media.
- c. Assist the president with public relations.
- d. Encourage each League member to extend hospitality to all her League sisters and prospective sisters.
- e. Encourage League members to foster community in the parish, by individual and/or group efforts, making everyone feel welcome.

**15.2 THE CANADIAN LEAGUE MAGAZINE**

- a. Report newsworthy items to the editor of Be League and The Canadian League magazine.
- b. Encourage use of The Canadian League magazine as a resource material.
- c. Evaluate the effectiveness of The Canadian League magazine in serving the needs of the members.

**15. COMMUNICATIONS (continued)**

**15.3 MEDIA (PRESS, RADIO, TV, FILMS & VIDEOS)**

- a. Publicize through the Catholic press and local media, all diocesan CWL activities. Announcements should be submitted three weeks prior to publication. Event write-ups should be submitted within five days of event, preferably the same day.
- b. Suggest to councils that letters of commendation or criticism be sent regarding articles written in League publications, local newspapers and presentations on radio and TV. Letters of appreciation to media individuals where outstanding coverage was given is also recommended.
- c. List films, videos, tapes and books that will enlighten members on various subjects.
- d. Inform members about religious programming available on TV and radio.
- e. Keep an updated list of names and addresses and contact persons for all local TV, radio and cable stations, local newspapers and Catholic press.

**15.4 ANTI-PORNOGRAPHY**

- a. Study laws regarding pornography and violence and encourage enforcement.
- b. Ensure councils are aware of any national anti-pornography initiatives.

**15.5 PHOTO ALBUMS**

- a. Collect clippings, photos and any memorabilia related to diocesan activities. Maintain the album.
- b. Encourage councils to submit photos (such as executive and other events of interest to the diocese) for the website.
- c. Prepare two photo albums covering the president's two-year term; one is given to the president and the other remains in the file.
- d. Pass two-year-old photo albums to the historian.

**15.6 CONVENTION**

- a. Prepare news releases for regional newspapers, The Catholic Register and cable TV.
- b. Collect and file biographical sketches of all speakers at the convention.
- c. Invite press to attend business sessions; prepare press kits (as per list in standing committee chair information files); set up press table.
- d. Only the diocesan president or someone delegated by her may grant official interviews about the work and policies of the League.
- e. Forward copy of detailed highlights to The Catholic Register and a condensed copy to other newspapers immediately following the convention.
- g. Set up communications table displaying the diocesan photo albums, Catholic periodicals, council newsletters, etc.

**15.7 WEBSITE**

- a. The website for the Toronto Diocesan Council will be managed by the Communications Chair; i.e., all communication to and from the host provider and the council, with the approval of the diocesan executive.

**15. COMMUNICATIONS (continued)**

**15.7 (continued)**

- b. Contract:  
The contract with the host provider must be approved by the diocesan executive and signed by the president.
- c. Fees:  
Any fees/charges (plus taxes) must be pre-authorized by vote of the diocesan council for executive approval as well as any other modifications not covered in the maintenance agreement.
- d. Privacy:  
Before adding any personal information or photos on the website, the webmaster must obtain written consent from the parties involved.
- e. Information Source:
  - (i) When there is an executive change, contact persons and email addresses must be updated with the host provider.
  - (ii) To avoid duplication of CWL information, a link will always be provided to the original source (i.e., National Office at [www.cwl.ca](http://www.cwl.ca) or Ontario Provincial Council at [www.on.ca](http://www.on.ca)), rather than posting the information directly.

---

**16. RESOLUTIONS**

**IN ADDITION TO THE GENERAL RESPONSIBILITIES OF DIOCESAN CHAIRS AS OUTLINED ON PAGES 23 AND 24, SPECIFIC DUTIES UNDER THIS STANDING COMMITTEE ARE AS FOLLOWS:**

**16.1 RESPONSIBILITIES (Also refer to Checklists outlined in *Appendix K, L and M*)**

- a. Review past diocesan, provincial and national resolutions and the files of the past diocesan resolutions chair.
- b. Keep the members up-to-date concerning current national and provincial resolutions through directives in the diocesan newsletter and reports at regional meetings; encourage parish resolutions chairs to report on these matters at monthly meetings of their councils.
- c. Ensure that the diocesan council prepares at least two resolutions for presentation at the annual convention. If no appropriate topics are received, research current social issues and concerns in order to suggest topics for possible follow-up. Encourage regional resolutions conveners and councils to continue to submit resolutions topics throughout the year, thereby creating a bank of topics from which proposed resolutions may be selected.



**16. RESOLUTIONS (continued)**

**16.1 (continued)**

- d. Be responsible for dealing with all queries from members and others regarding CWL resolutions, past and present.
- e. Comply with directives from the provincial resolutions chair, particularly with regard to deadline dates for topics, mailing briefs, etc.
- f. Inform members of the importance of the resolutions standing committee to the League and Canada and, in every way possible, clarify and simplify the work and processes involved in this standing committee.
- g. Be ready to prepare workshops for presentation to interested councils or groups of councils so that they can have “hands-on” experience in preparing resolutions.
- h. Submit timely resolutions updates and maintain resolutions resources on the Diocesan website.
- i. Refer to Toronto Diocesan Resolutions Chair Checklists, *Appendix K & L* for detailed list of Resolutions Chair responsibilities.

**16.2 DIOCESAN RESOLUTIONS COMMITTEE**

The diocesan resolutions committee consists of the spiritual advisor, president and diocesan executive and regional chairs under the leadership of the diocesan resolutions chair, who may add additional members to the committee, appointed in consultation with the president and the spiritual advisor.

**16.3 PURPOSE OF DIOCESAN RESOLUTIONS COMMITTEE**

- a. To review/study all materials submitted by parish councils.
- b. To determine which resolutions will be recommended to the diocesan executive for their approval.
- c. To research and recruit a research assistant(s) to collect background information, and facilitate a team to write the resolution.

**16.4 PURPOSE OF RESOLUTIONS**

- a. To review and improve existing conditions.
- b. To suggest steps to remedy a situation.
- c. To initiate a project.
- d. To commend for action.

**16.5 SUBMISSION BY PARISH COUNCIL**

- a. Topics may be submitted with a council contact name and phone number to the diocesan resolutions chair continually (all year round), thereby creating a resolutions topics bank.
- b. The deadline for submissions is October 31st of the current year for consideration for the following year's convention. Councils will also be required to submit a signed letter to include the date the parish council motion was made along with the signature of the parish president and recording secretary.
- c. 1st Resolutions Meeting (November): the diocesan executive members vote on the topic(s) to be selected for crafting resolutions for presentation at the next annual convention.

**16. RESOLUTIONS (continued)**

**16.5 (continued)**

- d. The diocesan committee chair creates and co-ordinates committees that
  - (i) research the topics;
  - (ii) craft the resolutions; and
  - (iii) review and edit the final version
- e. The 2nd Resolution Meeting (January): The diocesan executive members vote on the resolutions(s) to be selected for presentation at the annual convention.
- d. The committee shall expand to include individuals who are not necessarily League members but people with expertise and objectivity. The parish council members submitting the topics should participate fully in committee work. Pertinent information and updating of the topic(s) may be circulated to other parishes to raise interest in assisting in research.
- e. Resolutions meetings are open to all, but only diocesan executive members may vote. The final version of the resolution is accepted or rejected by the diocesan council. March 15th is the deadline for a copy of the rough draft and brief for all proposed resolutions to be sent to the provincial resolutions chair.

**16.6 PREPARATION OF THE BRIEF**

A brief provides the background information for a particular resolution. It provides support with facts, figures and specific instances. Materials may be expanded by the resolutions committee at each level; i.e., provincial committee.

- a. Assemble all available materials (correspondence, articles, copies of current legislation, etc.). It is not necessary to submit duplicates of bulky books - one copy for reference is sufficient.
- b. Write a short preamble by headings: statement of the problem; proposed solution; expected results to the community or cause; budget restrictions; summary of recommendations.
- c. Prepare labeled binders (usually three copies) for each resolution prior to the diocesan convention.
- d. Immediately after the diocesan convention, send a letter to the provincial chair listing the adopted resolutions, signed by the diocesan president and secretary, along with labeled binders for each resolution, containing one copy of the approved resolution, complete backup material, brief and resolution checklist completed.
- e. Be prepared to speak at the provincial convention in favour of the resolution. If unable to attend, review each submission with the diocesan president or another delegate who may be called upon to address the convention delegates.
- f. By diocesan vote, decide whether to proceed with the resolution or change focus to a petition which may be more effective. Diocesan rules require that any petition placed in the church must have prior approval of the Chancellor of Temporal Affairs for the Archdiocese of Toronto and the pastor of the parish in question.

**16. RESOLUTIONS (continued)****16.7 CONVENTION PRESENTATION**

- a. The proposed resolution, duly approved by the diocesan resolutions committee, is then provided for each council president with a covering letter. (This is usually included in the “convention packages” distributed at Development Day or mailed in advance of the convention.)
- b. Resolutions Dialogue Session: This informal session is held on the first day of the convention. This is open to anyone who is registered for the convention.
- c. Resolutions Business Session: On the second day of the convention, the resolution, excluding the brief is read, word for word, by the diocesan resolutions chair. The submitting council moves the adoption of the resolution. The president asks for a seconder. The mover or her designate speaks first to the resolution (two minutes only), followed by discussion.
- d. Resolution Speakers: If used, must present a neutral point of view so as to not influence the outcome of the resolution. Their purpose is to provide an overview of the topic or issue. It is for educational value to the members. Speakers are to submit their presentation materials to the Resolution Committee for review and approval in advance of convention. Speakers are provided with the current stipend and parking passes if applicable.
- e. Refer to *Provincial Resolutions Checklist* for detailed list of resolutions chairs responsibilities to the Provincial Resolutions Committee.

**16.8 FOLLOW-UP**

- a. In consultation with the diocesan president, legislation chair and applicable standing committee chairs, write letters in September regarding all resolved clauses in diocesan, provincial and national resolutions passed at conventions.
- b. The diocesan chair shall follow the progress of resolutions passed at the diocesan convention. Inform the parish councils of the acceptance or rejection at each level. Encourage ongoing study/research.
- c. Resolutions addressed to the Ontario provincial government are presented to the Ontario cabinet members by a provincial delegation made up of resource persons (if deemed necessary) with secretarial assistance.
- d. Resolutions addressed to the federal government appear in the fall issue of The Canadian League magazine. Personal presentation to the federal cabinet members is made by the national resolutions committee.

**16.9 RESOLUTIONS FILES**

These files shall contain:

- Past diocesan, provincial and national resolutions
- Past chairs’ files (two previous)
- Briefs
- Government replies to resolutions
- Correspondence
- Soft copies of files saved on current electronic storage system. (eg. USB).
- Sundry reference literature, etc.

Because of the prolific materials required by the resolutions chair at all levels, every effort should be made to keep files in good order and up-to-date.

## **17. LEGISLATION**

**IN ADDITION TO THE GENERAL RESPONSIBILITIES OF DIOCESAN CHAIRS AS OUTLINED ON PAGES 23 AND 24, SPECIFIC DUTIES UNDER THIS STANDING COMMITTEE ARE AS FOLLOWS:**

### **17.1 RESPONSIBILITIES**

- a. Monitor newspapers to follow the progress of legislation pertaining to past diocesan, provincial and national resolutions.
- b. Keep parish councils up-to-date on such legislation, suggesting any action they might take to influence its progress.
- c. Inform members of the importance of the legislation standing committee to The Catholic Women's League of Canada and, in every way possible, clarify and simplify the work and processes involved in this standing committee.
- d. Monitor by-laws, as well as municipal and provincial legislation.
- e. Many of the resolutions passed at conventions, both provincial and national, are directed to government, either asking for legislation, or for a change in legislation. Work in close cooperation with the resolutions chair.
- f. Encourage ongoing study/research of resolutions passed at all levels.

### **17.2 LEGISLATION FILES**

These files shall contain:

- Past diocesan, provincial and national resolutions
- Past chairs' files (two previous)
- Briefs
- Government replies to legislation or resolutions
- Correspondence
- Sundry reference literature, etc.

Because of the prolific materials required by the legislation chairs at all levels, every effort should be made to keep files in good order and up-to-date.

**18. NEWSLETTER**

**IN ADDITION TO THE GENERAL RESPONSIBILITIES OF DIOCESAN CHAIRS AS OUTLINED ON PAGES 23 AND 24, SPECIFIC DUTIES UNDER THIS APPOINTED COMMITTEE ARE AS FOLLOWS:**

**18.1 PURPOSE OF NEWSLETTER**

- a. To give directives to the parish committee chairs.
- b. To promote special CWL projects.
- c. To share information.
- d. To raise members' awareness.

**18.2 PARAMETERS**

- a. The newsletter shall be a maximum of 36 pages, with the option of increasing one issue per year to 40 pages, if necessary.
- b. All submissions should follow newsletter guidelines. The newsletter editor is responsible for editing submissions regarding length, duplication and conflicting information.
- c. All content should follow the style guide outlined in the *National Manual of Policy and Procedure, pages 143-145-Style Guide for Publications*.

**18.3 ISSUES AND DUE DATES**

There are three (3) issues per year, scheduled as follows:

<u>Issue</u>	<u>Submissions deadline</u>	<u>Mailing</u>
Spring (March-June)	January 30th	on or before March 1st
Autumn (September-November)	July 31st	on or before September 1st
Winter (December-February)	October 30th	on or before December 1st

**18.4 CONTENT**

- a. Spring Issue  
 Convention convener(s): information and program re upcoming convention.  
 Resolutions chair: information on resolutions to be presented at convention.  
 Organization chair: leadership dates for fall (as available).  
 Spiritual Development chair: Lenten programs etc.  
 Spring Regional Meeting dates, locations, and times.
- b. Fall Issue  
 Education & Health chair: winners of public speaking and youth awards.  
 Organization chair: information re annual reports, upcoming training (if applicable).  
 Resolutions chair: resolutions from diocesan convention and reminder for new resolutions, resources etc.  
 Spiritual Development chair: Advent programs etc.  
 Fall Regional Meeting dates, locations, times.
- c. Winter Issue  
 Christmas greetings from president only.  
 Past President: information re nominations for the Patricia Beattie Mentoring Award; in election year - information about elections and procedures.  
 Resolutions chair: report on provincial and national resolutions.  
 Organization chair: map and registration for Development Day; membership drives.

**18. NEWSLETTER (continued)**

**18.4 c. (continued)**

- Convention convener: first ad for convention.
- Treasurer: per capita fees
- Newsletter: renewal notice/form

**18.5 SUBSCRIPTION FEE**

- a. Review price of newsletter with diocesan treasurer by Fall meeting. Any increase would require a motion to be made at a Diocesan Executive meeting.
- b. Cheques accompanying subscriptions are made out to “The Catholic Women’s League.” The editor keeps a deposit book and deposits cheques to the bank directly.
- c. Renewals are due January 31st of each year. A renewal notice is printed in the Winter Issue of the newsletter. Renewal forms are distributed to each parish council at regional meetings. Regional chairs to receive list of non-subscribing councils.

**18.6 MAILING LIST**

- a. No registration form or fee is required from the following:
  - All members of the diocesan council and regional chairs(Note: supply 6 extra copies each to the president and the organization chair)
  - Regional spiritual advisors
  - The cardinal/archbishop and bishops of the archdiocese
  - Toronto Diocesan Life members
  - Provincial president and provincial communications chair
  - National communications chair
- b. Parish councils shall submit a subscription fee for all executive members, including spiritual advisors, except as noted in *a*.
- c. Regional councils shall submit a subscription fee for all regional executive members, excluding regional chair and regional spiritual advisor, except as noted in *a*.
- d. A complimentary copy of the Spring newsletter, accompanied by a subscription form and a reminder note, should be sent to the president of each council that has not subscribed to the newsletter.

**18.7 POSTAGE**

Prepare newsletters according to Canada Post guidelines in order to qualify for “bulk mail” rates. When the mailing is completed, forward the invoice from Canada Post to the treasurer for payment.

**“TIPS” FOR PREPARING NEWSLETTER ARTICLES**

- a. **The newsletter goes to all members, but specifically addresses parish councils' standing committee chairs. Give them concrete suggestions.**
- b. **Information should be relevant to each standing committee, especially when suggesting speakers and/or films.**
- c. **Standing committee chairs are to thank the individuals who helped them in person, and not in the newsletter.**
- d. **Try to focus on a different aspect of your committee for each issue.**
- e. **The editor has the authority to cut, condense or delete items when necessary.**

## V. REGIONAL GUIDELINES

**A. FUNCTION OF REGIONAL CHAIR**

1. Shall be a CWL member in good standing and belong to a Council located within the Region's boundaries.
2. Shall have been a parish president for one full term and currently not also serving as a parish president.
3. Act as liaison between diocesan council and parish presidents.
4. Represent parish council presidents on diocesan council.
5. Attend all diocesan meetings.
6. Encourage parish presidents to receive and read the diocesan newsletter and share all information with their members.
7. Maintain the dual responsibility of identifying with the needs of parish council and the responsibility of developing the League in the region as a diocesan/provincial/national organization.

**B. RESPONSIBILITIES OF REGIONAL CHAIR**

The regional chair shall:

1. a. Forward list of parish council presidents, spiritual advisors and treasurers with complete mailing and email addresses, postal codes and telephone numbers, to diocesan corresponding secretary for the first diocesan executive meeting following the annual convention. This is the responsibility of the outgoing regional chair.  
b. When a complete list has been compiled by the diocesan corresponding secretary, advise her of any errors or omissions.  
Forward any changes during the year. It is essential that diocesan lists are accurate and up-to-date at all times.  
(Lists are confidential and are not to be used outside of League work.)
2. a. Appoint regional executive: secretary, treasurer, conveners of standing committees, as required. Parish presidents are members of the regional council with full voting privileges. (Past parish presidents should be enlisted as regional executive.)  
b. Ensure that all members of the regional executive have a subscription to the diocesan newsletter, as well as copies of the Executive Handbook and regional guidelines pertaining to their standing committees.
3. Attend all diocesan executive meetings (five per year). For each meeting submit a report of the work done in the region - special regional projects, dates and results of regional public speaking contest, items of special interest, concerns and results of these projects. It is important to report only on duties carried out as regional chair or by the region. Work accomplished by the parish councils will be contained in the committee chairs' reports. The regional chairs have full voting privileges as members of the diocesan council.
4. a. Be a member of the convention committee, attending planning meetings and a post-convention meeting. Attend all sessions of the convention as an accredited delegate.  
b. Attend two resolutions meetings.
5. a. Convene three regional executive meetings (Fall, Winter and Spring) and two regional general meetings per year (Fall and Spring). Diocesan council establishes dates and sets agenda. *See Meetings D, page 48.*



**B. RESPONSIBILITIES OF REGIONAL CHAIR (continued)**

5.
  - b. Send notices of general regional meetings with directions and map to diocesan executive, regional executive, parish council presidents and spiritual advisors.
  - c. Advise diocesan president re: date and place of regional executive meetings, as she may wish to attend.
  - d. Send diocesan president a copy of the minutes of both the regional executive and general meetings as soon as possible.  
NOTE: the rest of the diocesan executive do not need a copy of the minutes.
6. Organize a third meeting or event. *See Meetings D.3, page 48.*
7. *Refer to the Toronto Diocesan Manual of Policy and Procedure 7.12 Regional Financial Policy, pages 17-18.*
8. Set up a communications committee, as there will be many times during the year when all presidents must be contacted on short notice.
9. Maintain close contact with parish presidents; attend social events when possible. Encourage all parish executive members to attend regional meetings.
10. Provide diocesan president with regional information on request.
11. Work closely with the leader(s) of regional Leadership and Public Speaking Course.
12. Be part of the diocesan resolutions committee.
13. Promote diocesan, provincial or national projects in the region and report reaction and results of these projects.
14. Make use of resource materials available; i.e., Constitution & Bylaws, National and Diocesan Manuals of Policy and Procedure, Executive Handbook, The Canadian League magazine, diocesan and provincial newsletters, previous files, reports and websites from all levels. Be knowledgeable of ALL standing committees.
15. Encourage regional standing committee chairs to be in contact with their respective parish and diocesan chairs.
16. On request, advise diocesan president regarding persons qualified to succeed you in office. Do not contact these people personally.
17. Advise diocesan spiritual advisor regarding the date of the regional spiritual advisor's termination of office. The term of office for a spiritual advisor may be three to five years.

Note: It would be advisable for the regional council to maintain a regional Manual of Policy and Procedure.

**C. REGIONAL FINANCIAL POLICY**

*Refer to POLICIES - page 18 - Section 7.12 for full details*

## RESPONSIBILITIES OF REGIONAL CHAIR (continued)

### D. REGIONAL CHAIR'S PIN AND REGIONAL BAR

Each region should keep in its possession, a CWL president's pin and regional bar to be presented to an incoming regional chair. On completion of her term of office, the regional council would then present the outgoing chair with a new regional bar which would be attached to the outgoing chair's own personal past president's pin.

### E. MEETINGS

\* All general regional meetings shall begin with the celebration of Mass and allow for a social period.

\* Program at regional meetings shall have diocesan council approval.

#### 1. Regional Executive Meetings (should be held at least two weeks prior to the spring and fall general meetings)

Regional executive meetings are held in preparation for regional general meetings, to attend to regional business, to report on the diocesan executive meeting attended and to advise regarding diocesan directives. It is important that time be allowed for parish presidents to discuss their initiatives and concerns.

#### 2. Fall Regional General Meeting

The fall regional general meeting is held to present the regional chair's annual report and to receive written reports from the regional executive and the parish council presidents. Council presidents shall be advised to prepare an oral report on one major highlight of the current year. Handouts provided by the Diocesan council should be given to the regional chairs prior to the regional executive meetings. Diocesan president and the Diocesan Spiritual Advisor shall give reports.

#### 3. Winter Regional Meeting

The regional chair shall chair a winter executive meeting however a winter general meeting is optional and entirely up to the region to have or not. However it is advisable for the development of the League, and to maintain communication with parish presidents, to hold a winter general meeting. The format of this meeting is left to the discretion of the regional chair. The diocesan executive will not be in attendance, except for those residing in the region. This is the ONLY regional meeting where a speaker may be invited. Several regions take this opportunity to offer a spiritual program or retreat.

#### 4. Spring Regional General Meeting

The spring regional general meeting is held to provide current information from the diocesan president/executive members; they will be responsible for the presentations and handouts. The Diocesan President, the Diocesan Spiritual Advisor and the Diocesan President-Elect give reports at this meeting. Convention convener(s) shall also give a report.

### F. REGIONAL MASS

The regional spiritual development chair will work with the host council to organize the Mass. All plans shall be approved by the regional chair, regional spiritual advisor and the host pastor. All plans shall follow the regional Mass guidelines. Any concerns should be addressed to the diocesan president.

**RESPONSIBILITIES OF REGIONAL CHAIR (continued)**

**G. REGIONAL MASS GUIDELINES** (*refer to Regional Mass Checklist- Appendix X*)

1. The regional chair is responsible for making all arrangements for the celebration of the Mass for regional general meetings or for designating someone responsible, usually the spiritual development chair in consultation with the regional spiritual advisor.
2. The regional spiritual advisor will preside at the celebration of the Mass. When possible, the diocesan spiritual advisor will concelebrate, as well as the local pastor and other spiritual advisors who may be present.
3. The presiding celebrant should be asked to deliver the homily.
4. At the time the Mass is scheduled, the host parish should ensure that the church is reserved for a full 90 minutes: 30 minutes prior to the beginning of Mass, 45 minutes for the Mass itself and 15 minutes for clean-up time.
5. Whenever possible, music should be provided with a musician, choir and/or cantor to lead the congregation. The hosting parish should be invited first to assist. If one is not available, the regional chair should ask the hosting pastor's permission to invite an alternate.
6. The following is a basic program for liturgical music: (1) Processional Hymn; (2) Responsorial Psalm/Response; (3) Gospel Acclamation (always sung); (4) Communion Hymn; (5) O Canada (always sung) immediately prior to the Recessional Hymn. Hymns used should be well known.
7. CWL members should: (a) proclaim the readings; (b) compose and read the prayers of general intercession; (c) present the gifts at the Offertory. All levels of the CWL should be represented in the foregoing.  
*Refer to Spiritual Development, 3. (i) a, page 51.*
8. Installation or reaffirmation of regional officers is included in the Fall Regional Meeting Mass.
9. In view of our promotion of the spirituality of the League, these guidelines should be followed as closely as possible. The meeting following the Mass will commence with the League prayer, a scripture reading and a SHORT reflection. The adjournment of the meeting should be followed by a final prayer (i.e. Our Lady of Good Counsel or Prayer for Vocations etc.) and the communal blessing by the spiritual advisor(s) present.  
*Refer to Suggested Format for Regional Meetings G, page 49.*

**H. SUGGESTED FORMAT – REGIONAL MEETINGS**

- Mass (Usually begins at 7:00 or 7:30 pm)
- Refreshments/Social (Allow for 15 to 20 minutes)
- Meeting (To begin immediately following the Social)

## RESPONSIBILITIES OF REGIONAL CHAIR:

### H. SUGGESTED FORMAT – REGIONAL MEETINGS (continued)

#### MEETING AGENDA

Scripture reading and reflection  
Regional chair's welcome and report  
Introduction of regional executive (individually)  
Introduction of diocesan executive (done by diocesan president)  
Roll call of parishes  
Minutes  
Correspondence  
Treasurer's report  
Council presidents' oral highlight reports - fall meeting only  
Diocesan president's report, followed by diocesan standing committee chairs' reports when necessary (spring meeting only)  
Diocesan spiritual advisor's remarks  
Diocesan Organization Chair/Pres-Elect Report (spring meeting only)  
Diocesan convention conveners' report (spring meeting only)  
Adjournment  
Closing prayer and combined blessing by the clergy

**The meeting shall not last more than approximately 90 minutes.**

Note: If the spiritual advisor celebrant gives the homily at the Eucharist, he should not be asked to speak again at the meeting, other than to give greetings or to lead in a prayer.

The head table should include the regional executive, regional spiritual advisor, the diocesan president and spiritual advisor, and any other special guest.

Any other persons of special accomplishment - life members, visiting clergy, visiting dignitaries - should be acknowledged by the regional chair or the diocesan president.

A table should be set up to distribute information from the diocesan and regional executives to all parish presidents in the region.

### I. RESPONSIBILITIES OF REGIONAL OFFICERS AND STANDING COMMITTEE CHAIRS

#### 1. Regional Secretary

- a. At the direction of the regional chair, prepare a list of the names, email and mailing addresses, postal codes and telephone numbers of the presidents, treasurers and spiritual advisors of all councils in the region, and submit to the diocesan corresponding secretary prior to the July executive meeting. Also prepare, as soon as possible, a list of the regional executive (names, addresses, etc.) for submission to the diocesan corresponding secretary. A list of the diocesan executive and the regional executive should be made up for each of the council presidents in the region.  
*Refer to 7.2 Lists, page 16, re: policy for lists.*

**I. RESPONSIBILITIES OF REGIONAL OFFICERS AND STANDING COMMITTEE CHAIRS (continued)**

1. b. Inform regional executive, parish council presidents, diocesan president and all spiritual advisors of date and place of regional executive meetings.
- c. Inform regional executive, parish council presidents, parish spiritual advisors and diocesan executive of date and place of spring and fall regional general meetings - include directions and map.
- d. With the regional chair's approval, prepare agenda for executive and general regional meetings.
- e. Record minutes of executive and general meetings.
- f. Forward copy of minutes to regional executive, parish council presidents and diocesan president.
- g. Attend to correspondence as directed by regional chair.

**2. Regional Treasurer**

- a. Open regional account with bank convenient to you.  
Obtain signature cards for three (3) signing officers: chair, secretary and treasurer.  
Cheques to be signed by any two (2) of these officers.
- b. Receive and deposit regional dues - amount to be determined by regional executive and parish council presidents.
- c. Pay all expenses upon receipt.
- d. Present an oral and written financial statement at all meetings and an annual report for spring regional meeting. Prepare an annual Financial Statement as per the *C&B PART XIV, Section 10: Financial Statements*  
*Refer to the Toronto Diocesan Manual of Policy and Procedure, 7.12 Regional Financial Policy, pages 17-18.*

**3. Regional Standing Committee Chairs**

Each regional standing committee chair shall cooperate with, and assist the diocesan committee chair and act as her liaison with the parish council committee chair and, as such, should maintain contact with her parish counterpart.

- a. Appoint sub-conveners where necessary. Be aware that parish council chairs are part of your committee.
- b. Encourage all councils to have standing committee chairs.
- c. Promote all aspects of each standing committee as outlined in Executive Handbook.
- d. Promote diocesan, provincial and national directives and projects related to your standing committee.
- e. Be knowledgeable of the standing committee.
- f. Keep files in order and readily available for your successor.
- g. Attend all regional executive and general meetings and submit written reports of work accomplished. Submit annual report at spring regional meeting.

**Approval of the regional chair is necessary before issuing any communications or directives to parish council presidents - other than from the diocesan level.**

**I. RESPONSIBILITIES OF REGIONAL OFFICERS AND STANDING COMMITTEE CHAIRS (continued)**

**(i) Regional Spiritual Development:**

- a. The regional chair will contact the pastor of the host church and make arrangements for the regional spiritual advisor to celebrate the Eucharist preceding the regional general meetings.  
*Refer to F. Regional Mass Guidelines, page 48.*
- b. Prepare readings and reflections for all regional meetings.
- c. Be prepared to arrange an evening (or day) of recollection at request of regional chair.
- d. Promote the World Day of Prayer in churches and schools.

**(ii) Regional Organization:**

- a. Maintain contact with all councils regarding membership. Encourage them to increase membership, and to remit per capita fees promptly (by January 31st).
- b. Promote attendance at regional meetings, diocesan days, special League events. Remind parish chair that this is her responsibility at the parish level.
- c. Be prepared to assist diocesan president, organization chair and regional chair in organization of new councils.
- d. Remind parish chair that two copies of parish annual report must be forwarded to diocesan organization chair by mid-November of the current year.
- e. Remind parish chair to submit Parish Information Form, *Appendix D*, with any changes to their information.
- f. Promote the Leadership and Public Speaking Courses held in the region:
  - \* Assist regional chair in all aspects of planning the course. Follow all directives and instructions given by diocesan organization chair or her sub-convener.
  - \* Assist with registration on first and second night of course.
  - \* Keep regional chair informed of all details regarding the course.
  - \* Send letter of appreciation to leader(s), host council and/or pastor.Note: Gift(s) for leader(s) is left to the discretion of each group. One custom is that a collection be taken by those participating in the course and a gift purchased. (The region may prefer to purchase a gift from funds.)

**(iii) Regional Christian Family Life:**

- a. Encourage parish committee chairs to carry out directives of the diocesan Christian Family Life Chair.
- b. Keep chairs aware of pro-life activities in your region and diocese. Dialogue with parish chairs regarding concerns.
- c. Promote effective parenting courses, marriage preparation training, etc., in your region and diocese.
- d. Promote the Bishop Pappin Memorial Bursary Fund, the Ontario Provincial CWL Voluntary Fund which provides financial assistance to seminarians throughout the Province of Ontario.

**(iv) Regional Community Life:**

- a. The role of the Community Life standing committee chair is to be aware of the issues of:
  - dignity and rights of persons
  - social and economic justice

**I. RESPONSIBILITIES OF REGIONAL OFFICERS AND STANDING COMMITTEE CHAIRS (continued)**

**(iv) Regional Community Life:**

- refugees, immigration and citizenship
- Canadian Catholic Organization for Development and Peace (CCODP)
- developing countries
- b. Contact councils and encourage them.
- c. Maintain record of participation in special regional community projects.

**(v) Regional Education and Health:**

Be responsible for:

- a. Regional public speaking contest (*Refer to Public Speaking Guidelines, pages 33-34*). Arrange place for contest; obtain all judges, awards, etc. Send letter of appreciation to host council and/or pastor.
- b. Setting up regional pro-life awareness poetry and essay contest and promoting the Jean McCann Service Award for youth.
- c. Encouraging all councils to be involved.
- d. Promoting contributions to St. Michael's and Hope for Children Foundation Scholarship Funds, National Bursary Funds and Coady International Institute.
- e. Educating members on health issues:
  - wellness and sickness/disease
  - environment
  - genetics

**(vi) Regional Communications:**

- a. Publicize regional meetings, public speaking contest, pro-life awareness contest, service award for youth and special events in local papers and/or Catholic press. Also encourage parish standing committee chairs to publicize all functions in their local papers.
- b. Remind parish council standing committee chairs to publicize regional events in their parish bulletins.
- c. Keep scrapbook (photos, news clippings, etc.) of regional activities. Every two years, pass older historic articles on to regional historian for safekeeping.

**(vii) Regional Resolutions:**

- a. Set up a committee of parish council standing committee chairs and interested members to address issues of concern to members.
- b. Pursue action plans of current resolutions as outlined by diocesan, provincial and national standing committee chairs.

**(viii) Regional Legislation**

Encourage all councils to participate in initiatives from all levels of the League.

**(ix) Past Regional Chair/Historian**

- a. Encourage parish council past presidents to prepare a history of their terms as presidents.
- b. Keep records, any scrapbooks and history of the region in a safe place and record location of the files in your regional minutes.

## VI. APPENDICES

<b>Appendix Reference No.</b>	<b>Document Name</b>
<b>Appendix A</b>	<b>Diocesan Elections Procedures</b>
<b>Appendix B</b>	<b>Rules for Election of For the Toronto Diocesan Council - Revised 2017</b>
<b>Appendix C</b>	<b>Application Form for Council Transfer from Region to Region</b>
<b>Appendix D</b>	<b>Parish Information Sheet</b>
<b>Appendix E</b>	<b>Patricia Beattie Mentoring Award Criteria</b>
<b>Appendix F</b>	<b>Convention - Spiritual Advisor's Guidelines</b>
<b>Appendix G</b>	<b>Eucharistic Celebrations at St. Michael's Cathedral</b>
<b>Appendix H</b>	<b>Checklist for Regional Mass</b>
<b>Appendix I</b>	<b>Checklist for Forming a Catholic Girls League</b>
<b>Appendix J</b>	<b>CWL - CGL Volunteer Description</b>
<b>Appendix K</b>	<b>Resolutions Chair Responsibilities Checklist</b>
<b>Appendix L</b>	<b>Resolutions Chair Convention Checklist</b>
<b>Appendix M</b>	<b>Toronto Diocesan Website Guidelines</b>



**THE CATHOLIC WOMEN'S LEAGUE OF CANADA  
TORONTO DIOCESAN COUNCIL**

**DIOCESAN ELECTIONS PROCEDURE**

1. The president shall appoint a member who is not a candidate for office to be secretary of elections.
2. The president shall remain in the chair during the election procedure.
3. The chair of the nominations and elections committee conducts the election.
4. Prior to voting, the assembly is called to prayer. Quiet should be maintained during the elections.
5. Voting delegates will vote at the same time and will be seated in such a way as to ensure balloting secrecy.
6. The ballots shall be counted by members of the nominations and elections committee and the spiritual advisor.
7. Prior to the election, the committee shall post a complete list of officers and the name of candidates for each office (or provide copies of the list for the delegates). This list is kept in confidence until posting/distribution time.
8. Following posting/distribution of the candidates list, the chair will introduce candidates who are present.
9. The chair explains the voting procedure:
  - a. Voting will be by ballot. If there is only one candidate for an office, approval shall be by motion to declare the candidate elected.  
*C&B PART XVI, Section 5(c).*
  - b. Instructed vote - applies to the first ballot only. On the first ballot, the voting delegate must vote for her council's nominees as previously determined by the council executive.  
*C&B PART XVI – Section 5(a)*

If she is unsure about her council's nominee, the chairperson will provide a copy of her council's nomination form.

If the voting delegate does not have an instructed vote from the executive, she forfeits her privilege to vote on the first and all subsequent ballots for that position. *C&B PART XVI - Section 5(b)*

If there is no majority on the first ballot, then the voting delegate is free to vote for the nominee of her choice in succeeding ballots.
  - c. A member may be a candidate for more than one office. When elected to an office, her name shall be removed from the candidates list for the other offices. Voting delegates are then released from their instructed vote.

## Elections Procedure - Page 2.

- d. Election of officers shall be by MAJORITY vote.
  - i) When a majority vote (more than half) has been obtained on the first ballot, the successful candidate shall be declared elected by the chair.
  - ii) When no majority vote has been obtained on the first ballot, a second ballot is required. The Voting Delegates will shown the results of the instructed vote prior to the second ballot.
  - iii) If the second ballot does not result in a majority vote, the result of this ballot (second) will be shown to the voting delegates prior to the third ballot.
  - iv) If three ballots fail to produce a majority vote for one candidate, then the candidate receiving the highest number of votes shall be declared elected. In the event of a tie vote on the third ballot, fourth ballots, using only the names of the tied candidates, will be taken. *C&B PART XVI - Section 5(d)(i)*
- e. Election of standing committee chairs shall be by PLURALITY vote.
  - i) The elections chairperson announces the number of standing committee chairs (five) required to be elected.  
NOTE: chairpersons are not elected to a specific standing committee.
  - ii) If only the required number candidates are standing for the office of standing committee chair, approval shall be by motion to declare the candidates elected. *C&B PART XVI – Section 5(c)*
  - iii) Voting delegates are asked to write the names of the candidates for whom they had an instructed vote. Discrepancy in the required number results in a spoiled ballot.
  - iv) The chair declares elected those candidates who receive the highest number of votes. The names of the successful candidates are to be announced in alphabetical order.
  - e. In the event of a tie involving the final position(s) of the required number, balloting shall continue until the numbers of candidates are elected. *C&B PART XVI - Section 5(d) (ii)*
- 10. When results of the election have been duly recorded, a motion is made to destroy the nomination forms and the ballots. The nominations and elections committee is then dissolved.
- 11. The newly elected officers are introduced by the outgoing past president.

**PLEASE DO NOT FOLD THE BALLOT**

**RULES FOR ELECTION FOR**  
**THE TORONTO DIOCESAN COUNCIL**

1. It is requested that during the election process members pray in the silence of their own hearts for one another and for the League.
2. The Diocesan election is conducted according to Part XVI, section 5 of the Constitution and Bylaws (2013).
3. The president shall remain in the chair to preside over the convention, which is still in session. At the request of the president, the elections chairperson provides a brief overview of the election procedure and introduces the candidates for office.
4. A complete slate of candidates shall be posted at the commencement of elections.
5. The Voting delegates all vote at the same time. They will be seated in such a way as to ensure ballot secrecy.
6. The parish Voting Delegate carries an instructed vote on the FIRST ballot. If she does not have an instructed vote from the executive, she forfeits her privilege to vote on this and all subsequent ballots for that position. Part XVI, Section 5 (b). She has a free vote if her candidate has already been elected to a previous position.
7. Election shall be by ballot vote unless
  - a) there is only one candidate for an office or only the required number of candidates for the standing committees
  - b) the nomination forms indicate a clear majority for a candidate (candidates in the case of a plurality vote) in which case approval shall be by motion to declare the candidate(s) elected.
8. The regional chairs or designate will distribute the ballot slips to each voting delegate for completion.
9. The election of officers shall be by majority vote.
  - a) If a majority vote (more than half) has been obtained by nomination AND no voting delegate has been released from her instructed vote, the president shall declare the candidate elected.
  - b) If any voting delegate has been released from her instructed vote as a result of the withdrawal of a candidate or the removal of a candidate due to her election to another office, a first ballot shall be taken. If the first ballot produces a majority, then the president shall declare the candidate elected.
  - c) If no majority vote has been obtained on the first ballot, a second ballot is required. The Voting Delegates will be shown the results of the instructed vote.
  - d) If a third ballot is required to obtain a majority, the Voting Delegates will be shown the

- results of the second ballot.
- e) If three ballots fail to produce a majority vote, the candidate receiving the highest number of votes shall be declared elected.
  - f) In the event of a tie vote on the third ballot, a fourth ballot, using only the names of the tied candidates, shall be taken.
10. The election of standing committee chairpersons shall be by plurality vote.
- a) The elections chairperson announces the number of standing committee chairpersons required to be elected. Chairpersons are not elected to a specific standing committee.
  - b) If the nomination form indicates which candidates have the highest number of votes without a tie for the final position, AND no voting delegate has been released from her instructed vote, the president shall declare the candidates, in alphabetical order, elected.
  - c) If any voting delegate has been released from her instructed vote as a result of the withdrawal of a candidate or the removal of a candidate due to her election to another office, a first ballot shall be taken.
  - d) The five candidates receiving the highest number of votes shall be declared elected. In the event of a tie, further balloting shall continue until the required number of candidates is elected.
11. When the results of the election have been duly recorded, the nomination forms and ballots shall be destroyed and the Elections Committee dissolved.

**PLEASE DO NOT FOLD BALLOTS**

**THE CATHOLIC WOMEN'S LEAGUE OF CANADA** [L] [SEP]  
**TORONTO DIOCESAN COUNCIL** [L] [SEP]

**APPLICATION FORM  
FOR COUNCIL TRANSFER FROM REGION TO REGION**

**Attention: Organization Convener**

Council Name & Location:

\_\_\_\_\_

At the general meeting held on \_\_\_\_\_/\_\_\_\_\_, the members of our Council voted that we would like to move from

\_\_\_\_\_ Region

to \_\_\_\_\_ Region for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

President: \_\_\_\_\_ Spiritual Advisor: \_\_\_\_\_  
(Signature) (Signature)

---

At the Executive Meeting held on \_\_\_\_\_/\_\_\_\_\_, \_\_\_\_\_  
Region did (not) approve the above Council's request to leave our Region.  
Reasons, if any:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Regional Chair: \_\_\_\_\_

---

At the Executive Meeting held on \_\_\_\_\_/\_\_\_\_\_, \_\_\_\_\_  
Region did (not) approve the above Council's request to join our Region.  
Reasons, if any:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Regional Chair: \_\_\_\_\_

---

At the meeting on \_\_\_\_\_/\_\_\_\_\_ of the Toronto Diocesan CWL Council, this  
application was (not) approved. Effective date is \_\_\_\_\_  
[L] [SEP] Reasons, if any:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Diocesan President: \_\_\_\_\_

## **COUNCIL TRANSFER FROM REGION TO REGION**

The following process and application form were approved by Toronto Diocesan Council on July 19, 1997, as recommended by the Regional Boundary Review Committee.

- 1) Council and/or Regional Chair should contact the Diocesan Organization Standing Chair.
- 2) Both Regional Chairs should be consulted (new & old regions). Differences such as dues, regional events and projects should be explained to council.
- 3) Councils should complete an application form for transfer, documenting reasons for the change. At a general meeting, the council should vote on decision to move. Form should be signed by the Diocesan President and the Spiritual Advisor.
- 4) Application form should be approved at the Regional level, signed by both Regional Chairs, dated. After discussion of any repercussions, the vote is decided by regional council presidents only. If Regions don't approve, then the decision re: move will be made by Diocesan Council.
- 5) Dec. 31 shall be the effective moving date for all existing councils.
- 6) Diocesan Council to vote on all proposed changes. Boundaries are a Diocesan responsibility. The form shall be signed by the Diocesan President. A copy of the signed form and letter shall be sent to the Council President and Regional Chairs.

**PARISH INFORMATION FORM**

**REGION:** \_\_\_\_\_ **PARISH COUNCIL:** \_\_\_\_\_

**TERM:** \_\_\_\_\_ **DATE OF CHARTER:** \_\_\_\_\_

Parish Executive List & Term of Office Dates: (usually 2 years - mm/dd/yy): **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

<b>POSITION</b>	<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>E-MAIL</b>
Spiritual Advisor				
President				
Co-President (if applicable)				
President-Elect				
Vice-President (if applicable)				
Treasurer				
Recording Secretary				
Corresponding Secretary				
Spiritual Development Chair				
Organization Chair				
Past President/ Historian				
Christian Family Life Chair				
Communications Chair				
Education & Health Chair				
Community Life Chair				
Resolutions & Legislation Chair				
Parish Activities (Liaison/pastoral)				

In case of changes to any of the information above, please notify the Regional Chair.

Please STAR (\*) Changes.

Revised Date: \_\_\_\_\_

Day/Month/Year

# Patricia Beattie Annual Memorial Mentoring Award

## Criteria for the mentoring award

### *Who is a mentor?*

#### *A mentor is an individual who:*

- Responds to the needs of others
- Encourages the growth of individual members
- Encourages growth and renewal of the council by sharing her experiences and knowledge
- Companions members in the League by sharing and nurturing
- Participates at meetings and lends moral support
- Welcomes the stranger with open arms and takes them under her wing

#### *How to Nominate a Member*

1. A completed nomination form must be submitted for each individual and each category: Category A – Parish Level and Category B – Diocesan and Auxiliary.
3. Either a council or an individual member may submit a nomination.
4. Submissions must be received by date determined by the chair of the committee.
5. Send submissions to: current name and address of the current Toronto Diocesan Past President/Historian.

#### *Category A – Parish Level*

All members of a parish council who meet the criteria are eligible for the Parish Level of the Patricia Beattie Memorial Mentoring Award.

#### *Category B –Auxiliary Level*

Members who went on to serve at various levels of the League (parish, regional, diocesan, provincial or national), and used their knowledge and experiences to educate and mentor at different levels of the League, are eligible for the Diocesan and Auxiliary level of the award.

*Nomination Forms may be found on the Toronto Diocesan Website at [www.cwltoronto.ca](http://www.cwltoronto.ca).*

NOTE: A member that is currently serving on the Toronto Diocesan Executive or is currently a Regional Chair is not eligible for nomination.



# TORONTO DIOCESAN ANNUAL CONVENTION

## SPIRITUAL ADVISOR'S GUIDELINES

1. Attends convention planning meetings and post-convention meeting.
2. In consultation with the President and Spiritual Development Chair, has the final responsibility for the approval of Eucharistic celebrations, prayer services and all readings for the Masses.
3. Has final responsibility that everything necessary for the Eucharistic celebrations has been provided and taken care of.
4. Prior to each Mass, shall:
  - a) Designate those priests who will concelebrate with him; and
  - b) Designate those priests who will assist in distributing Communion. The number shall be determined in conjunction with the ushers, one of whom will accompany each priest to his station.

Note: CWL inventory (held by the Spiritual Development Chair) contains the following:

- 1 Statue of Our Lady
- 6 Ciboria
- 38 Spiritual Advisor's stoles
- Book of Life
- Bible
- 2 cruets and finger bowl
- 2 crystal chalices
- 1 white altar cloth
- Crown and flower base for Our Lady's Statue and 2 pillows
- Candles and candleholders for altar and Our Lady's altar
- 1 small crucifix for altar

## **EUCCHARISTIC CELEBRATIONS AT ST. MICHAEL'S CATHEDRAL**

CWL prepares and reads the Prayer of the Faithful and First Reading; also prepares and provides music (cantor-Cathedral usually provides accompanist).

Archbishop's staff looks after all other requirements.

## Regional Mass Checklist

(Read the Regional Guidelines carefully before starting)

Have you:

- 1. Confirmed the date, time and place with the Regional Spiritual Advisor?
- 2. Requested permission from the Pastor for the Spiritual Advisor to celebrate the Eucharist in the host church?
- 3. Confirmed the Scripture Readings?  
1st Reading \_\_\_\_\_  
Psalm (sung or read) \_\_\_\_\_  
2nd Reading (if applicable) \_\_\_\_\_  
Gospel Acclamation sung by \_\_\_\_\_  
Gospel \_\_\_\_\_  
Prayers of General Intercession  
Prepared by \_\_\_\_\_  
Read by \_\_\_\_\_
- 4. Confirmed who will deliver the homily?  
Regional Spiritual Advisor \_\_\_\_\_  
Other Clergy \_\_\_\_\_
- 5. Arranged for Music?  
If in text: Book \_\_\_\_\_  
Gathering Hymn # \_\_\_\_\_  
Offertory Hymn # \_\_\_\_\_  
Communion Hymn # \_\_\_\_\_  
O Canada # \_\_\_\_\_  
Recessional Hymn # \_\_\_\_\_
- If NOT in text, has permission been received for reprinting?
- 6. Arranged for accompaniment? \_\_\_\_\_
- 7. Arranged for acolytes? \_\_\_\_\_
- 8. Arranged for Gift Bearers? \_\_\_\_\_
- 9. Arranged for Ministers of Communion? \_\_\_\_\_
- 10. Arranged for Ministers of Hospitality? \_\_\_\_\_

For many members, the highlight of the Regional meeting is the Eucharistic Celebration. It is imperative that clear communication exists between the CWL representatives and the Spiritual Advisors while planning this special event.

## Checklist for Forming a Catholic Girls' League

**Please use the following checklist if you are thinking of forming a Catholic Girls' League in your parish.**

<i>Please be sure that all of the following steps are followed <b>BEFORE</b> forming a CGL in your parish.</i>	<b>✓</b>
1. Parish executive CWL council has support from the parish spiritual advisor	
2. Parish executive CWL council has support from the parish CWL council membership	
3. Parish executive CWL council has recognized that membership and operation of the CGL is parish based & parish driven initiative.	
4. Parish executive CWL has contacted the Toronto Diocesan Organization Chair, the Diocesan Christian Family Life Chair and the Regional Chair. Once contacted, the Parish will be provided with: a) The CGL administrative manual from National Office which includes the Ethical Guidelines. b) A copy of the <i>Volunteer Ministry Description for the Archdiocese of Toronto</i> .	
5. Parish CWL council has provided from its membership at least two counselors, one of which will be the lead counselor. The two lead counselors understand that the commitment to be the counselors to the CGL is for 5 years. The two counselors shall provide regular updates to their sponsoring council.	
6. Parish CWL council has ensured the mandatory police checks are completed on the counselors or other committee members that will be helping with the CGL	
7. Parish CWL council has ensured that CGL counselors have reviewed and fully understand the CGL administration manual and the ethical guidelines document of the CWL. They fully understand their roles and responsibilities as outlined in the manual.	
8. The Parish CWL council has advertised and promoted the CGL in their parish.	
9. The CGL counselors along with the Parish CWL Executive and the Spiritual Advisor have organized a gathering to meet and explain the CGL to parents and legal guardians of prospective members.	
10. The CGL counselors have distributed membership applications and have ensured that all membership applications are duly signed by the parent/ guardian.	
11. The CGL counselors have reviewed applications and followed up on any concerns or incomplete information	
12. The CGL counselors have explained the CGL and the role of officers to prospective members	
13. The CGL counselors have appointed a temporary executive for CGL	
14. The CGL counselors have arranged for the installation of the elected officers by the sponsoring Parish CWL council's Spiritual Advisor	

**Catholic Girls League**  
**(Sponsored by the Catholic Women’s League)**  
**Position Description for the CWL Counselors to CGL**

**Overview :**

The objective of the Catholic Girls League (CGL) shall be to unite Catholic girls of Canada to:

1. achieve individual and collective spiritual development
2. promote social justice, recognizing the human dignity of all people
3. promote lasting bonds of friendship through enjoyable programs
4. develop leadership qualities and skills

At least two counselors who are parish council CWL members shall be approved the sponsoring parish council and the parish priest. One shall be designated as the lead counselor. All activities pertaining to the CGL will need to be approved by the parish priest before commencing. The parish liability insurance would apply to this CGL ministry as long as CGL counselors have been screened at the parish level.

The motto of the CGL shall be “Faith, Friendship, Fun and Formation”.

**Activities/Responsibilities of CWL Counselors to CGL :**

- Guide and direct all activities of the CGL
- Collaborate with CGL officers
- Assist the CGL to determine a dress code appropriate for meetings and functions
- Report regularly to the parish council Christian Family Life Chairperson
- Assist with the completion of the annual membership report
- Complete the annual report and return it to the sponsoring council Christian Family Life Chairperson
- Obtain parental/guardian permission in writing for all activities outside of regular meeting times and any publicity
- Submit current contact information of lead counselor with sponsoring council
- Keep the parish priest informed of CGL activities internal and external to the parish
- Contact the Archdiocese of Toronto, Catholic Pastoral Centre, Manager Parish Operational Reviews, to confirm if further liability insurance will need to be purchased for activities off parish property

**NOTE: The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.**

<p><b>Other specifics:</b></p> <hr/> <hr/> <hr/> <hr/>
--

**Skills, Experience, and Qualifications:**

- Is an active participant in parish worship
- Member of the Catholic Women’s League
- Must be screened prior to approval being granted by the sponsoring CWL council
- Review and understand the Ethical Guidelines of the Catholic Women’s League of Canada

**Personal Traits and Qualities:**

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and enthusiastic.
- Is able to communicate well with others.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

**Orientation and Training:**

*Standard parish orientation program and training provided by past CGL Counselor or League Executive for training and orientation as there is nothing in CGL that speaks to these.*

**Participant Group:**

**General Membership:** Any Catholic Girl aged 10 to 15 by paying; the prescribed CGL membership fee may become a member with voting privileges and eligibility for office by election or appointment.

**Associate Membership:** Any non-Catholic girl aged 10 – 15, by paying the prescribed CGL membership fee, may become a member, with voting privileges, but without eligibility for office by election or appointment.

**Support, Supervision, and Evaluation:**

- The CWL sponsoring council should provide from its membership at least two CWL members (counselors) and ensure that adequate police checks are completed. One of these counselors shall be appointed as lead counselor.
- Allow CGL funds to be deposited and disbursed through the sponsoring council’s treasury
- Request regular reports from the lead counselor
- As invited, participate in the installation ceremony and other events.

**Length of Ministry Appointment :**

2 year term, renewable after re-evaluation by the sponsoring parish council.

**Benefits and Working Conditions:**

Will directly contribute to the social well-being of the community. Will further develop relational skills. Opportunity to perform community service and gain experience for the purpose of school or career advancement. This is a volunteer position requiring a time commitment of 2 -4 hours per week/4 – 8 hours per month. Must be able to attend the orientation session and training sessions as required.

**Screening Recommendations:**

This is a High risk position. Completion of a Volunteer Information Form is required.  
*An interview and personal reference checks are required. A Criminal Record Check is required.*

Training and orientation are required. There will be supervision and periodic evaluations.  
Participant follow-ups will be conducted.

**This ministry position description accurately reflects the Ministry of *Catholic Women's League***

– *Catholic Girls League Counselor* **currently practiced at** \_\_\_\_\_  
(Parish Name)

\_\_\_\_\_  
(Parish Volunteer Screening Committee)

\_\_\_\_\_  
(Pastor Signature)

\_\_\_\_\_  
(Date)

**TDC Council Resolutions Checklist**

**APPENDIX K**

<b>Item</b>	<b>Direction</b>	<b>Deadline</b>
1. Council Letter	Include the following: <ul style="list-style-type: none"> <li>- Date discussed at the council</li> <li>- President signature</li> <li>- Recording Secretary signature</li> </ul> See sample letter on file.	Letter should be sent to the Toronto Diocesan Resolutions Chair approximately 6 weeks prior to convention by email or regular mail.
2. Develop the Resolution Action Plan	This should include what you would like members to do until the resolution is adopted by the government. For example, write letters to elected officials (PM, MP, MPP), businesses, educate themselves, invite speakers, etc.	The action plan should be sent to the Toronto Diocesan Resolutions Chair approximately 6 weeks prior to convention by email or regular mail.
3. Invite Speaker for convention.  (optional - decision for a speaker is made by the TDC executive)	<ul style="list-style-type: none"> <li>- Must be impartial (neutral) so that they do not influence the outcome of the resolution. Their purpose is to provide an overview of the topic with highlights on the issues.</li> <li>- They will present at the Resolution Business Session .</li> <li>- They will be given 10 minutes to speak and can use a variety of aides (i.e. PowerPoint, video,) and need to confirm in advance.</li> <li>- Another 5 minutes Q&amp;A from the convention assembly (members)</li> <li>- Provide their speaking notes and handouts at least 2 weeks before convention.</li> <li>- Provide them with the address of the hotel.</li> <li>- Request their bio.</li> <li>- Confirm if they will be bringing guests.</li> <li>- Parking will be paid for the speaker only.</li> <li>- We provide them with a stipend of \$150.</li> <li>-</li> </ul>	Speakers should be confirmed at least 2 months prior to convention.
4. Resolution Binder Presentation	<ul style="list-style-type: none"> <li>- Copy all the references used in the resolution</li> <li>- Within each reference, highlight points noted in the brief.</li> </ul>	Arrange to send to Toronto Diocesan Resolutions Chair



Item	Direction	Deadline
5. Prepare Convention Speech (the speeches are prepared by the parish council representatives)	<p><b>Resolution Dialogue Session:</b> held 1st morning of convention. Provide an overview on why the resolution topic was selected.</p> <p><b>Resolution Business Session:</b> 2nd morning of convention. Provide an overview of why the resolution topic was selected. More formal and has to be under 2 minutes.</p>	<p>Arrange to send to Toronto Diocesan Resolutions Chair.</p> <p>Keep the speeches fairly similar</p>
6. Confirm Parish Representatives for the Resolution	<ul style="list-style-type: none"> <li>- Mover for the resolution: Usually the parish president</li> <li>- Secunder for the motion: one of the accredited delegates/or a member or the person who developed the resolution</li> <li>- Speaker for the resolution: usually the person who developed the resolution</li> </ul>	<p>Arrange to send a copy to the Toronto Diocesan Resolutions Chair at least 2 weeks prior to convention</p>
7. Convention Attendance	<p>Must attend the Convention Resolution Dialogue and Resolution Business Sessions</p>	
8. Other	<p>The TDC Resolutions Chair will communicate any additional requirements and/or changes.</p>	

## Resolutions Chair Convention Checklist

## APPENDIX L

Item	Direction	Requirements/Deadlines/
<b>Pre-convention</b>		
	Send our request for councils to submit resolutions topics by the October 31 <sup>st</sup> deadline	July 31 <sup>st</sup> Newsletter deadline, by emails in September and during the fall regional meetings.
	Two pre-convention meetings	November and January
	Prepare Presidents Packages Resolutions Letter	Early February
	Schedule meetings with the councils that will present to explain their responsibilities.	February 2015
<b>Resolution Dialogue Session Checklist – Day 1</b>		
9. Resources	<ul style="list-style-type: none"> <li>- Working Copy of Dialogue Session Motion Sheet</li> <li>- Dialogue Session Evaluation Form</li> <li>- Current Year’s Resolutions</li> <li>- Resolutions Dialogue Session Script</li> <li>- Dialogue Session Speech From Councils</li> <li>- Resolution display board and other handouts</li> <li>- Box for returned Evaluation Forms</li> <li>- Resolutions Binders for Resolutions Standing Committee Chair, parliamentarian, submitting councils</li> <li>- Stationery: Pens, pencils, tape, paper clips, note paper, highlighter, post-it notes</li> </ul>	<p>25 copies</p> <p>200 copies</p> <p>2 copies (for Resolutions Chair and President)</p> <p>As needed</p> <p>1 box</p> <p>4 binders per resolution. Keep one set of binders for provincial. (note the binder for the parliamentarian can be given to the president)</p>
10. Dialogue Session Head Table	<ul style="list-style-type: none"> <li>- Resolutions Standing Committee Chair</li> <li>- Resolution Sub-conveners</li> <li>- Parliamentarian</li> </ul>	
11. Dialogue Session Facilitators	<ul style="list-style-type: none"> <li>- Past Resolutions chairs, current and past TDC Executive, interested members</li> <li>- Tips for Facilitating Small Groups</li> <li>- Guidelines for Facilitators</li> <li>- Resolutions Dialogue Agenda</li> </ul>	<p>3 – 4 weeks: Send out email request before convention</p> <p>7 – 10 days: Send list of responsibilities once majority confirms</p>

Item	Direction	Requirements/Deadlines/
	<ul style="list-style-type: none"> <li>- Current Year's Resolutions</li> <li>- Amending Resolutions the Easy Way</li> </ul>	
12. Room Set-up	<ul style="list-style-type: none"> <li>- Night before if room is available or early morning the day of</li> </ul>	
13. Dialogue Session Day (suggested agenda format)	<p>Opening: 9:30 AM</p> <ul style="list-style-type: none"> <li>- Welcome</li> <li>- Opening Prayer</li> <li>- Introduction of head table, guests and council members submitting the resolution(s), dialogue facilitators (not by name)</li> <li>- Overview of the agenda and session expectations (see script)</li> </ul>	
	<p>During: 9:45 – 11:30 AM</p> <ul style="list-style-type: none"> <li>- Current year's resolutions are presented allowing 30 minutes for each</li> <li>- Submitting councils provide short overview for choosing the resolution topic</li> <li>- Float through the room to answer questions from the members</li> <li>- Allow time to provide members with an opportunity to voice feedback on the resolutions and suggest amendments</li> </ul>	Members with amendments to stay back following the session to complete and sign a motion sheet. They must have seconder for their motion
	<p>End: 11:30 – 12 Noon</p> <ul style="list-style-type: none"> <li>- Members with amendments to meet at assigned tables to complete copy of NCR multi-copy motion forms</li> <li>-</li> </ul>	Separate table for each resolution
<b>Convention Business Session Checklist – Day 2</b>		
1. Resources	<ul style="list-style-type: none"> <li>- Working Copy of Business Session Motion Sheet (25)</li> <li>- Current Year's Resolutions</li> <li>- Resolutions Oral Report</li> <li>- Resolution Business Session Script</li> <li>- Podium</li> <li>- Have copies of the prepared letter(s) that will be sent to Provincial for the adopted resolutions</li> <li>- Bios for the convention speakers</li> </ul>	<p>Electronic copy of resolution(s) to the CWL AV position 2 copies (for Resolutions Chair and President)</p> <p>Letter(s) to be signed by the recording secretary, president and resolutions standing committee chair.</p> <p>Provide to the person(s)</p>

Item	Direction	Requirements/Deadlines/
	<ul style="list-style-type: none"> <li>- Thank you cards for the convention speakers (if using speakers)</li> <li>- Hotel parking passes from the convention convener(s)</li> </ul>	<p>introducing the speakers, president, convention conveners</p> <p>Give to the person(s) thanking the speakers</p>
<b>Post-Convention Responsibilities</b>		
2. Update Adopted Resolutions	<ul style="list-style-type: none"> <li>- Finalize the resolutions as per the amendments made during the convention.</li> </ul>	
14. Provincial Submission	<ul style="list-style-type: none"> <li>- Update the TDC website to indicate the status of the resolutions.</li> <li>- Binder Preparation: Require 4 copies to provincial and to include: letter signed by Resolutions Chair, President and Recording Secretary, amended adopted resolutions with all the backup material (tabbed/cross referenced) to the Provincial Resolutions Chair.</li> <li>- Monitor the status of the resolution(s) to see if the Provincial Resolutions Committee has accepted it for presentation to provincial convention assembly and if it is adopted</li> </ul>	<p>Send email to Provincial Resolutions Chair on the status of the resolutions and that the other info to follow by mail</p> <p>Due by end of May. (NOTE:– advise Provincial Resolutions Chair as the Provincial Resolutions Meeting is in early June)</p> <p>July: 1<sup>st</sup> Week: Usually not known till the morning of the 1<sup>st</sup> day of the convention</p> <p>Update the TDC website by replacing with a link to the Provincial website as it is no longer belongs to TDC</p>
15. National	<ul style="list-style-type: none"> <li>- Resolution(s) if adopted at Provincial now belongs to Provincial</li> <li>- Monitor the status of the resolution(s) to see if the National Resolutions Committee has accepted it for presentation to National convention assembly and if it is adopted</li> </ul>	<p>As above</p> <p>August 2<sup>nd</sup> Week: Usually not known till the morning of the 1<sup>st</sup> day of the convention</p>
<b>Hotel Requirements</b>		
16.	<ul style="list-style-type: none"> <li>- Set-up for 200 (at 20 tables)</li> <li>- Table Numbers</li> <li>- Extra table at back of room for display and evaluation form</li> <li>- Easel stand for displays</li> </ul>	

**APPENDIX L**

## Website Guidelines

## APPENDIX M

The following information is available on the website:

<u><b>Tabs</b></u>	<u><b>Information</b></u>
<b>Home Page:</b>	<ul style="list-style-type: none"> <li>- Mission statement</li> <li>- Event Calendar</li> <li>- Convention Theme</li> <li>- Countdown of days remaining until a featured event and access to details (including Development Day, Convention(s); Due Date for Annual Reports, etc)</li> <li>- Contact Us</li> <li>- What Does the League Mean to You Today?</li> <li>- Who Are We?</li> <li>- Latest News (i/e, Resolutions, Catholic Girls League)</li> <li>- Upcoming events and Projects</li> <li>- Toronto Diocesan Newsletter Subscription</li> </ul>
<b>About Us:</b>	<ul style="list-style-type: none"> <li>- Council's history</li> <li>- Executives Profiles</li> <li>- Life Members/Honorary Members</li> <li>- Catholic Girls League</li> <li>- General Toronto Diocesan Calendar</li> </ul>
<b>Regional Information:</b>	<ul style="list-style-type: none"> <li>- Find a parish locator (includes a map that plots the location of the parishes in the Toronto Archdiocese with a CWL council)</li> <li>- 7 Regional Calendars (one for each region) that includes CWL events that pertain to each Region and its councils:               <ul style="list-style-type: none"> <li>o The regional hosted events include Regional General meetings; Regional Public Speaking Contest; Leadership Courses; Spiritual Retreats; Days/Evening of Reflection; etc</li> <li>o The <u>council hosted events</u> are to be ones that will be attended by others <u>other than the council's own members</u> (ie. Bazaars; Dances; Speakers; Public Speaking Contests; Days/Evenings of Reflection, etc). The calendar will not include parish council meeting dates.</li> </ul> </li> </ul>

<b><u>Tabs</u></b>	<b><u>Information</u></b>
<b>Events &amp; Projects:</b>	<ul style="list-style-type: none"> <li>- Sponsored Events including Toronto Diocesan evenings such as Development Day and Leadership Training</li> <li>- Projects including details on Projects such as the Resolutions Action of the Month contest; Women against Poverty; etc</li> <li>- Spotlight can provide a highlight on the outcome of an event or project, pictures of the events etc.</li> <li>- News will include news articles submitted by the councils</li> </ul>
<b>Resources:</b>	<ul style="list-style-type: none"> <li>- Resolutions information</li> <li>- List of recommended speakers supported by the Toronto Diocesan Council</li> <li>- Forms (blank Annual Reports, Toronto Diocesan Voluntary Remittance form, Patricia Beattie Annual Memorial Mentoring Award Nomination Form etc.)</li> <li>- Manuals (Policy &amp; Procedure)</li> <li>- Toronto Diocesan Council Newsletters in pdf format</li> <li>- Reference Documents (Youth Award Package, Parish Monthly Calendar, Elections, Treasurer Info, Online Membership, Annual Reports, etc. )</li> <li>- FQA's</li> </ul>
<b>Links:</b>	<ul style="list-style-type: none"> <li>- Links to various websites approved by the Toronto Diocesan council including National Office , Ontario CWL Provincial Council; the Vatican; Archdiocese of Toronto; etc</li> </ul>
<b>Conventions:</b>	<ul style="list-style-type: none"> <li>- Information and links to Convention at all levels - Toronto Diocesan, Ontario Provincial and National.</li> </ul>
<b>Contact Us:</b>	<ul style="list-style-type: none"> <li>- This page allows the sender to compose an email that when submitted will forwarded to the webmaster who will in turn reply or forward it to the appropriate executive member for action.</li> </ul>