

**Catholic Women's League Of Canada
Halifax-Yarmouth Diocesan Council**

Manual of Policy and Procedure

*Supplement to the National Catholic Women's
League Manual of Policy and Procedure*

Table of Contents

Section One: General Information	Page 2
Section Two: General Policies	Page 3
Section Three: Halifax-Yarmouth Diocesan Meetings	Page 3
Section Four: Scholarship/Bursary/Awards	Page 4
1. Alice Egan Hagen Bursary	
2. Marguerite Burns Memorial Bursary	
Section Five: Financial	Page 5
1. The per capita fee	
2. Committed Expenses	
3. Budget planning	
4. Financial Support for executive members and Spiritual Advisor to attend events	
5. Miscellaneous expenses incurred by executive officers	
6. Halifax-Yarmouth diocesan council expenses for the Diocesan executive	
7. Halifax-Yarmouth diocesan convention expenses - Other	
8. Halifax-Yarmouth Diocesan Convention revenue	
Section Six: Special Considerations and Courtesies	Page 8
1. Executive contact lists	
2. Mass Cards and Prayers	
3. Gifts and honorariums	
4. Father Bernard Landry Plaque	
Section Seven: Archives	Page 9
Section Eight: Nominations and Elections	Page 9
Section Nine: Halifax-Yarmouth Parish Council Resolutions	Page 10
Section Ten: Annual Retreat	Page 10
Section Eleven: Annual Diocesan Convention Planning	Page 11
Section Twelve: Executive Officer Responsibilities	Page 12
1. Annual reports and role communication	
2. Executive officer resources	
3. Responsibilities of Halifax-Yarmouth executive officers and Chairs of Standing committees	
4. Appointments:	
Website administrator	
Basilica Liaison	
Life Member Liaison	

SECTION ONE: GENERAL INFORMATION

The Policy and Procedure statements for the Halifax-Yarmouth Diocesan Council of the Catholic Women's League of Canada are intended to identify and clarify procedures and policies essential to the effective functioning of the Halifax-Yarmouth Diocesan Council. It does not replace or supersede the intent of any policy statements and procedures of the National Policy and Procedure Manual and Constitution and Bylaws.

PREFACE

This council is known as the Halifax-Yarmouth Diocesan Council of The Catholic Women's League of Canada (CWL). The Halifax-Yarmouth Diocesan Council was chartered by The Catholic Women's League of Canada on June 7, 2012.

The Halifax-Yarmouth Diocesan Council is composed of its officers, presidents of parish councils in the diocese, parish delegates accredited to the diocesan convention, and honorary life members and life members holding a membership in the diocese.

The Halifax-Yarmouth Diocesan Executive Officers are president, president-elect, first vice-president, second vice-president (optional), recording secretary, corresponding secretary, treasurer, past president and chairs as required for the standing committees.

The Halifax-Yarmouth Diocesan Executive is comprised of its Executive Officers and Parish Council Presidents.

The Spiritual Advisor is appointed by the current Bishop of the Halifax-Yarmouth Archdiocese for a term of 5 years.

PURPOSE OF THE HALIFAX-YARMOUTH DIOCESAN COUNCIL

- To implement The Catholic Women's League objectives and policy in councils of the Archdiocese
- To represent The Catholic Women's League members of the Halifax-Yarmouth Archdiocese at the Provincial level
- To co-ordinate the councils in the Halifax-Yarmouth Archdiocese
- To be a link between the councils in the Halifax-Yarmouth Archdiocese and the Provincial CWL Council for reporting, for resolutions and for those matters requiring an instructed vote at the Provincial Convention
- To provide direction, inspiration and encouragement to The Catholic Women's League members within the Archdiocese of Halifax-Yarmouth
- To maintain contact with the Archbishop of Halifax.

SECTION TWO: GENERAL POLICIES

1. All directories and communication containing the contact information for executive officers and parish council presidents are intended for the use of members of the Catholic Women's League only and may not be given to any person or organization without the express consent of the president directly affiliated with the directory.
2. Any member, other than diocesan executive, wishing to distribute material through the parish council folders must have permission of diocesan president.
3. All communiqués, reports minutes, and lists must be typed. Email communication of the reports to other executive members is preferred. If an executive member is not able to type or email their report, it is her responsibility to arrange to have such materials so processed.
4. There shall be no financial obligations imposed on parish councils by the Diocesan Council. The Halifax-Yarmouth Diocesan Council does not have monies to contribute to charitable causes or special requests for funding. These requests will be passed on to the parish council presidents for consideration by their councils.
5. Special projects may be undertaken by diocesan council in consultation with the diocesan spiritual advisor and with approval from the diocesan executive.
6. **Standing Rules of Order:** Roberts Rules of Order will be used at all annual diocesan convention standing rules, meetings, business sessions, executive officer meetings and general meetings.
 - a) **Standing Rules of Annual Diocesan Convention:** The standing rules will be published in the Annual convention report booklet. A parliamentarian may be appointed at the discretion of the Diocesan president. National Policy and Procedure (2019) indicates that the convention standing rules can be approved based on the printed version in the annual report book instead of being read to the convention assembly.

SECTION THREE: HALIFAX-YARMOUTH DIOCESAN MEETINGS

1. The Diocesan Annual Convention shall be held the first weekend of May of each year.
 - a) If it is essential that the convention date be moved from the first weekend in May, such as difficulty finding a venue, consideration of the date should include any conflict with other significant celebrations, such as Mother's Day and the timing with the diocesan spring general meeting and provincial convention.
2. A fall general meeting will be held annually, in September when possible. It is ideal for the meeting to alternate between the different regions of the diocese to facilitate all members attending. This will be dependent on parishes coming forward to host the meetings.
3. The Diocesan Executive will meet at a minimum of twice a year, one of which must be the pre-convention meeting (Presidents' meeting). A post-convention meeting will be held, if needed, and will be called at the discretion of the Diocesan president or at the request of parish presidents. The fall general meeting also constitutes a Diocesan Executive meeting.

4. The Diocesan Officers will meet, at a minimum, for a pre-and postconvention meeting, prior to the general meeting and at the discretion of the president. Conference calls and web-based meetings may be used at the discretion of the President to facilitate attendance for those officers living across the diocese.

SECTION FOUR: SCHOLARSHIP/BURSARY/AWARDS

- a) **The Alice Egan Hagen Bursary** is a \$500.00 scholarship established in 1982 as an annual award by the former Halifax Diocesan Council of the Catholic Women's League of Canada in honour of their first president, Alice Egan Hagen. This scholarship is awarded to a League member who is furthering her post-secondary or post-graduate education. An investment certificate presently maintains the fund.
 - a) The criteria for the Alice Egan Hagen are:
 - i) Nova Scotia residency for at least one year
 - ii) Involvement in church
 - iii) Involvement in community
 - iv) Intent to upgrade education
 - v) Need (e.g., financial)
 - b) The application forms are held by the Halifax-Yarmouth Diocesan Education and Health Chair and may be sent out to interested persons on request.
 - All applications must be received on or before March 31 and the successful candidate will be notified by April 15.
 - c) All applications are reviewed by the Halifax-Yarmouth Diocesan Education Committee consisting of at least three from the following: President, Past President, Spiritual Advisor, Treasurer, and Education Chair.
 - d) This bursary will be paid directly to the receiving institution of the successful candidate. The recipient is to notify the treasurer with invoice and student number.
 - e) This bursary will be awarded at the Annual Halifax-Yarmouth Diocesan Convention Banquet.
2. **Marguerite Burns Memorial Education Fund Bursary:** is awarded each fall to members or dependents of members pursuing post-secondary continuing education. The bursary fund is maintained by a yearly raffle of three items, donated by parish councils on a voluntary rotating basis. The amount of the bursary awarded to successful applicants will vary each year, depending upon the number of applicants. The maximum amount to be awarded to any individual applicant is \$500.00.
 - a) The criteria for the Marguerite Burns Bursary are:
 - i) The applicant must be a current CWL member or child of a current CWL member in a parish CWL council in the Halifax-Yarmouth Archdiocese.
 - ii) The applicant must be accepted into a community college, course or university undergraduate program.

- b) The bursary application it must be accompanied by:
 - i) A letter of introduction from the President of the CWL council that the applicant or the applicant's parent/guardian is a member of, and
 - ii) Proof of registration (paid receipt) from the institution the applicant is attending.
- c) The application forms are held by the Halifax-Yarmouth Diocesan Education and Health Chair and may be sent out to interested persons on request.
- d) The fund-raising raffle draw is held during the Halifax-Yarmouth Diocesan convention.
- e) The application must be received by the Halifax-Yarmouth Diocesan Education and Health Chair by November 15. The contact information for the chairperson can be obtained from parish CWL council presidents.

SECTION FIVE: FINANCIAL

1. The per capita fee is broken down as follows:

National Council	\$13.00
Provincial Council	\$ 5.00
Halifax-Yarmouth Diocesan Council	\$ 3.00

The Diocesan council portion of per capita fee is to be dispersed as follows:

- \$2.00 General operating funds
- \$1.00 National convention fund

2. Committed Expenses:

- Women's Inter-Church Council membership (paid in September)
- Archives
- Liability Insurance (paid in January)
- Website

3. Budget planning: In collaboration with the president and past president, the treasurer shall prepare a yearly budget to be brought forward for approval by the Diocesan executive at the Fall Diocesan General meeting. Variances will be reviewed at every Diocesan Executive meeting.

- a) Funds to support the attendance of the Diocesan executive officers at the Diocesan convention, meetings and events and Provincial convention must be taken into consideration as part of the Diocesan Budget planning
- b) Funds from the registration fee for a Diocesan Annual Convention will be used to augment the general operating account funds in covering executive officer expenses for the Diocesan convention.

4. Financial support for executive members and the Spiritual Advisor to attend events: Executive officers are eligible to be reimbursed for accommodation, meals, and

transportation for attendance at required meetings and conventions where they will be an active part of the meeting and convention business.

- a) All the executive officers' accommodation expenses will be covered if the members share at least 2 people to a room. If an executive officer shares a room with a non-executive officer member attending a convention (or required event), ½ of the total cost of the room will be covered. If an executive officer requires a single room for health reasons, ½ the cost of the room will be covered.
- b) Reimbursement for travel for executive officers in excess of 30 kilometers will be paid by mileage consistent with the formula used by non-profit and volunteer organizations. The reimbursement rate is not intended to cover the cost of licensing, registration and any other financial obligation on behalf of the owner. The mileage rate will be reviewed and adjusted in January, April and August. Executive officers will share transportation whenever possible.

5. **Miscellaneous expenses**

- a) **Expenses incurred by executive officers**, such as postage, photocopy, telephone calls, supplies, etc. will be reimbursed by the treasurer upon receipt of a completed expense form plus receipts.

6. **Halifax-Yarmouth Diocesan Council Convention Expenses for the Diocesan Executive.**

- a) **Halifax-Yarmouth Diocesan Convention:** All executive officers will attend the Diocesan convention as accredited delegates.
 - i) The Diocesan officers and Spiritual Advisor will have convention registration fees, meals (including the banquet), travel and accommodation reimbursed.
 - ii) The Halifax-Yarmouth Life Members attending the annual Halifax-Yarmouth Diocesan convention will have their registration fee covered by the Halifax-Yarmouth Diocesan Council
 - iii) Financial support for executive officer and life member attendance at the Diocesan convention will come from the Halifax-Yarmouth Council general operating account.
- b) **Nova Scotia Provincial convention:** The Halifax-Yarmouth Diocesan Council are to send one voting and two accredited delegates to the Nova Scotia Provincial convention. Financial support for executive officer attendance will come from the Halifax-Yarmouth Council general operating account.
 - i) **Voting delegate:** The Halifax-Yarmouth Diocesan President will attend the Nova Scotia provincial convention as the Halifax-Yarmouth Diocesan council voting delegate. As a member of the Provincial executive, she will have her convention registration costs, meals, accommodation, and travel covered by the Provincial Council. If the president is unable to attend the convention, another member of the Halifax-Yarmouth diocesan executive officers may attend as her delegate.
 - ii) **Accredited delegates:** The Halifax-Yarmouth Diocesan Council President Elect and the 1st Vice President shall attend the Nova Scotia Provincial Convention as

- accredited delegates and will have their provincial convention registration fees, accommodation, meals and travel covered by the Diocesan Council. If there is a Halifax-Yarmouth Diocesan council resolution being presented at the Provincial Convention, the Halifax-Yarmouth Diocesan president may appoint the Halifax-Yarmouth Resolution chairperson as an accredited delegate in place of the 1st Vice President/ If the President-Elect is unable to attend the Provincial Convention, the Halifax-Yarmouth Diocesan president may appoint another Diocesan executive officer as an accredited delegate in her place.
- iii) **The Diocesan Spiritual Advisor** is encouraged to attend the provincial convention and will have the provincial convention registration fees, accommodation, meals and travel covered by the Halifax-Yarmouth Diocesan council.
- c) **National Convention:** The Halifax-Yarmouth Diocesan council may send two accredited delegates to the National convention. At a minimum one accredited delegate will be financially supported to attend the National Convention, if there are sufficient funds. Financial support for the cost of attendance to the National Convention will come from the Halifax-Yarmouth National Convention fund.
- i) **Accredited Delegates:** The Halifax-Yarmouth President will automatically be financially supported to attend as one accredited delegate to the National convention if there are sufficient funds in the Halifax-Yarmouth National convention fund.
 - ii) **The Halifax-Yarmouth Diocesan President Elect:** should be financially supported to attend, at a minimum, at least one National convention during her tenure, if there are sufficient funds in the Halifax-Yarmouth Diocesan national convention fund.
 - iii) **Spiritual Advisor:** should be encouraged to attend National Conventions and have costs financially supported by the Halifax-Yarmouth Diocesan council, if there are sufficient funds in the National Convention Fund.
 - iv) Approval for the transfer of funds from the Halifax-Yarmouth Diocesan convention fund to financially support the President-Elect and Spiritual Advisor will be brought forward for a vote of support at the annual Halifax-Yarmouth Convention Presidents' meeting.

7. Halifax-Yarmouth Diocesan Convention Expenses - Other

- a) In addition to the Halifax-Yarmouth Diocesan executive officers, 100% of costs related to the accommodation, registration, meals and the banquet will be covered by the Halifax-Yarmouth Diocesan council for invited National and Provincial presidents and the Theme Development speaker. These will be paid from the Diocesan operating funds.
- b) Additional costs may also include honorariums for invited speakers, in addition to the Theme Development speaker and a ceremonial piper (optional).
- c) The Halifax-Yarmouth diocesan council cannot cover any hospitality expenses for guests accompanying invited presidents and speakers.

- d) Each registered member attending the Diocesan convention will receive a copy of the convention report booklet and liturgy booklet or program. Copies of the report book will be made available on the Halifax-Yarmouth Diocesan CWL website and will be sent to parish council presidents in print or email, upon request.
 - e) The Alice Egan Hagen Bursary recipients will have their banquet costs covered. This may be taken from the Alice Egan Hagen Bursary funds, if funds are not readily available from the Halifax-Yarmouth Diocesan General Operating Account.
8. **Halifax-Yarmouth Diocesan Convention Revenue:** The registration fee shall be returned to the diocesan treasurer by the convention host council once all their debts are resolved. Host councils should not bear a deficit as a result of hosting the Diocesan convention but should not rely on the registration fee as part of their budget planning for the Diocesan convention.

SECTION SIX: SPECIAL CONSIDERATIONS AND COURTESIES

1. **Executive contact lists:** In keeping with the need to respect the privacy and confidentiality of members' information, the distribution of parish council presidents, diocesan executive officer and provincial executive officer directories will be limited to those who require the information in carrying out their role responsibilities.
 - a) Halifax-Yarmouth honorary life members and life members and the Nova Scotia Provincial Council president should receive a current Halifax-Yarmouth Diocesan Executive Officer Directory as well as the current calendar of events
 - b) The Nova Scotia Provincial recording secretary requires a current list of Halifax-Yarmouth parish council presidents when sending out the Provincial convention notice and registration forms.
 - c) The Archbishop of Halifax Yarmouth should receive a current Halifax-Yarmouth Diocesan Executive Officer Directory.
2. **Mass cards and prayers:** The following are special gifts given by the Halifax-Yarmouth Diocesan CWL council:
 - a) A Mass card shall be sent and a Mass offered upon the death of:
 - i) A Halifax-Yarmouth Diocesan Executive Officer or the Spiritual Advisor.
 - ii) A Halifax-Yarmouth Diocesan Past President.
 - iii) A Halifax-Yarmouth Honourary Life Member and Life Member
 - iv) A Nova Scotia Provincial President
 - v) A Halifax-Yarmouth parish CWL council president

Sympathy cards and spiritual bouquets will be sent at the discretion of the President.

3. Gifts and honorariums:

- a) Gifts and honorariums for guest speakers at Halifax-Yarmouth diocesan council events such as the general meetings and convention should be a minimum of \$50.00 to a maximum of \$100.00. If the honorarium is expected to exceed \$100.00 a motion should be made by the chair of the committee involved at the executive officer's meeting preceding the event.
- b) A Christmas gift of \$100.00 will be given to the Halifax-Yarmouth Diocesan Spiritual Advisor.

4. **The Father Bernard Landry Plaque**, in the form of a small keeper plaque, is presented as gratitude to the host council of the Halifax-Yarmouth Diocesan Council. If a council does not have space for the small plaque, a certificate may be presented in its place.

SECTION SEVEN: ARCHIVES

1. Only materials pertinent to the Halifax-Yarmouth Diocesan CWL Council and according to the National guidelines should be maintained as archives. Only one copy of each item such as resolutions and minutes should be placed in the archives.
2. Each executive member is responsible to deliver to the past president the records that are to become part of the archives. Staples and paper clips should be removed. A typed list of the records is to be included with the materials. This should be done, if possible, at the March executive meeting or the pre-convention meeting in May.

SECTION EIGHT: NOMINATIONS AND ELECTIONS

1. The Diocesan President will appoint the Nominations Committee chair and committee by November of the year proceeding the diocesan election year. The nomination committee chair may be the diocesan past president, another diocesan executive officer or knowledgeable member of a Halifax-Yarmouth Diocesan parish council who does not wish to or is not eligible to run for election at the Diocesan executive level. The two committee members may be eligible for nomination for election to the Diocesan executive. If possible, one committee member should be a Halifax-Yarmouth Life member.
2. Notice of eligibility, acceptance and nomination forms may be distributed by email in consultation with the Diocesan president. The Diocesan president will identify members and presidents who require the forms to be mailed. The forms being emailed will have a request for response within one week. If there is no response, the form will be mailed out. Forms mailed will not require a response, consistent with the National Policy and Procedure.

3. The Nomination committee chair will lead the Diocesan election process which will take place in accordance with the National CWL Policy and Procedure and the Constitution and Bylaws.

SECTION NINE: HALIFAX-YARMOUTH PARISH COUNCIL RESOLUTIONS

1. Proposed resolutions from parish councils must be forwarded to diocesan resolutions chairperson by Feb. 1st.
 - a) Resolutions submitted after this date may be accepted with approval by the resolutions committee in consultation with the diocesan president and spiritual advisor. Consideration needs to include the feasibility of the resolution being ready for the Diocesan annual convention. Although resolutions are not an instructed vote for parish presidents, opportunity for review at the parish level will better inform members of the resolution and will help to facilitate informed voting on the convention floor.
 - b) The diocesan resolutions committee will consist of 1-2 knowledgeable members of the Diocesan executive, one of which should be the chair of the standing committee the resolution comes under. The committee may meet in person as well as email and/or web-based conferencing.
2. The Halifax-Yarmouth Diocesan President and Spiritual Advisor are ex-officio members of the resolutions committee and may be consulted for advice and information, as needed.

SECTION TEN: HALIFAX-YARMOUTH ANNUAL DIOCESAN RETREAT

1. The Halifax-Yarmouth Diocesan Spiritual Development Chairperson will be responsible for the Halifax-Yarmouth Diocesan Retreat.
2. The retreat will be held in November of each year.
3. An administration assistant may be recruited to assist with the registration process for the retreat and other tasks as needed.
4. Roles and Responsibilities:
 - a) The Halifax-Yarmouth Diocesan Chairperson role:
 - i) Determines the retreat leader in collaboration with the Diocesan executive.
 - ii) Develops the retreat program in collaboration with the retreat leader
 - iii) Determines the retreat registration fee in collaboration with the diocesan president and treasurer.
 - iv) Develops and circulates the registration form to parish councils.
 - v) Is the main diocesan council contact for the host council.
 - b) The host council role:
 - i) Arranges for the venue needs for the retreat
 - ii) Provides a morning snack and lunch for the participants.

5. Retreat revenue and costs:

- a) The retreat should be revenue neutral with the registration fee set to cover all costs.
- b) The registration fees for the Diocesan Spiritual Development Chair and the retreat assistant will be covered by the retreat revenue.
- c) The speaker for the retreat will be given an honorarium of \$150.00
- d) Reimbursement to the host council for the morning snack and lunch will be a flat rate of \$12.00 per person. All other expenses require receipts.
- e) All monies received from the retreat registration will be returned to the Diocesan treasurer who will pay the outstanding costs.
- f) Any deficit resulting from the retreat will be covered by the diocesan council from the operating account and requires review by the parish council presidents at the next meeting of the diocesan executive prior to planning for the next retreat.
- g) If there is revenue left from the retreat registration after all expenses are accounted for, this will be noted in a special place in the treasurer's ledger and applied to the retreat costs for the following year.
- h) There will be no refunds to parish councils registering for the retreat after the registration deadline.

SECTION ELEVEN: ANNUAL DIOCESAN CONVENTION PLANNING

1. **Diocesan convention planning committee:** the diocesan president, president-elect, spiritual development chair and spiritual advisor will form the diocesan convention committee. Other executive officers, such as the treasurer, will be brought in on consultation, as required.
2. **Convention planning responsibilities:** The National guide to planning diocesan conventions will be followed whenever possible. The Diocesan convention planning committee shall be available to meet and communicate with the convention committee of the host council, as requested, to discuss convention arrangements and requirements. This may be done in person at meetings, email and/or web-based conferencing.
3. **Call to Convention:** The Diocesan corresponding secretary shall send out the "Call to Convention", credential cards and any resolutions that are ready for distribution when the convention agenda has been established by the Diocesan and host councils. This shall be sent out at the earliest possible date to assist parish councils in planning attendance with the latest date being March 1st of the annual convention year. The Call to convention, registration forms and credential cards may be sent to parish council presidents by mail or email.
 - a) **Credential cards for Halifax-Yarmouth Diocesan honorary life members and life members** shall be completed and signed by the Halifax-Yarmouth diocesan council president and recording secretary and made available to the life member at the time of registration at the convention.

SECTION TWELVE: DIOCESAN EXECUTIVE OFFICER RESPONSIBILITIES

1. Annual reports and role communication
 - a) One electronic copy of a diocesan chair's annual report will be submitted to the Diocesan Organization Chair and the Diocesan President at the same time the annual report is submitted to the provincial council committee chair. These report copies will be used for the annual diocesan convention report book.
 - b) Each executive officer is responsible to create or update a description of their role responsibilities at the end of their term, as needed.
 - c) In an election year, the following should be included as part of handover to the new chair
 - an itemized list of resource material being turned over
 - documents (electronic or paper) that can be used by her successor.
 - detailed list of duties and the month in which they were performed.
2. Executive officer resources:
 - a) Each executive officer should have access to a print copy of the National Policy and Procedure Manual and other leadership resources if they are unable to access the Digital version online. At minimum, one print copy of the National Policy and Procedure Manual should be kept by the president for the council.
 - b) The president or past president will bring attention to any changes that have been made to the National Policy and Procedure manual at the executive meetings. If using a print manual, it will be the executive officer's responsibility to ensure her copy of the Policy and Procedure manual is current.
3. **Individual role responsibilities of Halifax-Yarmouth executive officers and chairs of standing committees:** duties and responsibilities of Diocesan Executive members and committees detailed in this Policy and Procedure supplement are expanded or in addition to those itemized in the current National Constitution & Bylaws, National Manual of Policy and Procedures, and the Executive Handbook
 - a) **President**
 - Be available as a resource and mentor to parish council presidents and Diocesan executive officers, as requested.
 - When invited, attend parish council anniversary celebrations and events or assign a delegate, if possible.
 - In collaboration with the president-elect and other Halifax-Yarmouth Diocesan Executive Officers, develop the calendar of events by inviting parish councils to host general meetings, conventions and other events as needed. Ensure the current calendar of events is posted on the Halifax-Yarmouth Diocesan website as well as circulated to all diocesan executive members at the general meetings and convention business sessions. Email copies may be provided to parish council presidents if it is their preference.

- Arrange for the engraving of any plaques and awards being presented at the annual Convention
 - Assign a delegate, if needed, to lay a wreath at the Halifax cenotaph on Nov. 11th if the Halifax-Yarmouth Diocesan chair is unable to attend the ceremony.
 - When invited and if possible, attend or assign a delegate to attend parish council anniversary celebrations and events.
 - Attend all Nova Scotia provincial council executive meetings.
 - Provide the recording secretary with copies of oral reports and provide copies of communiqués for posting to the website.
- b) **Recording secretary** (Note: this role may be combined with the Corresponding Secretary in accordance with the Catholic Women’s League of Canada National Constitution and Bylaws, 2013)
- Record and maintain the minutes of all Diocesan meetings, including executive officer meetings, fall and spring general meetings, pre and post diocesan executive officer and executive convention meetings and the convention business sessions.
 - Maintain the Halifax-Yarmouth Diocesan CWL Council election register according to the National Constitution and Bylaws and the National Policy and Procedure Manual.
- c) **Corresponding Secretary** (Note: this role may be combined with the Recording Secretary in accordance with the Catholic Women’s League of Canada National Constitution and Bylaws, 2013)
- Send “Notices of the General Meetings” and “Call to Convention” to Halifax-Yarmouth Diocesan parish council presidents, honorary life members and life members.
 - Maintain contact information lists for parish council presidents to facilitate distribution of diocesan council information, as needed.
 - Mail contents of parish council folders to parish council presidents not in attendance at general meeting and the convention business sessions.
 - In addition to regular duties, assist in distribution of materials as requested by other members of the executive.
 - Mail/email minutes of general meetings to parish council presidents not in attendance at general meetings and to honorary life members and life members, if requested.
 - Mail/email minutes of general meetings to the Spiritual Advisor if he is not in attendance at the meeting.
 - In consultation with the Diocesan president, mail out, receive and report on Diocesan correspondence.

d) Treasurer

- Establish and maintain the Halifax-Yarmouth Diocesan bank accounts and investments.
- Facilitate signing authority with the president and recording secretary as soon as possible after Diocesan elections.
- Develop the annual diocesan council budget in collaboration with the president and past president.
- Arrange for the yearly auditing of the Diocesan Council financial records.
- Revise parish council remittance forms as required.
- Revise annual treasurer's report as required.
- Present the financial report and budget at the diocesan general meetings and pre-convention president's meeting.
- Provide the president and recording secretary with updated copies of the financial report and budget.
- Provide current financial details at all executive meetings and as needed.

e) Past President

- Compile and maintain archives including photo collections.
- Keep current on changes to the National Policy and Procedure Manual and bring updates to the attention of the diocesan executive officers, as needed.
- Update the Halifax-Yarmouth Diocesan Policy & Procedure Manual as required and prepare for review by the Diocesan Executive members at minimum of every two years. Any changes to the content will be voted on at the pre-convention Diocesan Executive meeting (Presidents' meeting).
- Provide the president and recording secretary with copies of oral reports and provide copies of communiqués for posting to the Halifax-Yarmouth Diocesan CWL website.
- Provide mentorship to the Halifax-Yarmouth Diocesan president and executive officers as well as parish past presidents.

f) Spiritual Development

- In consultation with spiritual advisor and president, prepare all spiritual programs for diocesan events including spiritual reflections, prayer services and liturgies for general meetings and the annual convention.
- Plan the annual Diocesan Spiritual Retreat for November.
- Maintain the Halifax-Yarmouth Diocesan Book of Life.
- Provide the president and recording secretary with copies of oral reports and provide copies of communiqués for posting to the Halifax-Yarmouth Diocesan CWL website.
- Mentor parish spiritual development chairs, distribute scriptural, liturgical and resource prayer material.
- Serve on the diocesan resolution committee, if the resolution content is related to Spiritual Development

- Coordinate reports with other chairs to avoid duplication

g) Organization

- Maintain and circulate, as needed, current executive directories for the Halifax-Yarmouth Diocesan CWL council executive officers; Halifax-Yarmouth Diocesan parish council presidents; Halifax-Yarmouth Diocesan honorary life members and life members; Nova Scotia Provincial executive directories, National executive officers and Halifax-Yarmouth life members directories
- Distribute current/updated print copies of the directories at every Diocesan general meeting, the Halifax-Yarmouth annual retreat and the Halifax-Yarmouth Annual diocesan convention, as required. Email copies may be provided to parish council presidents, honorary life members and life members if it is their preference.
- Provide the president and recording secretary with copies of oral reports and provide copies of communiqués for posting to the Halifax-Yarmouth Diocesan CWL website.
- In collaboration with the president and diocesan executive officers, arrange for the presentations for the leadership/education component of the general meetings and any workshops, as required.
- In collaboration with the president and the spiritual development committee chair, arrange for the compilation of annual report book. Printing may be done by the organization chair or the spiritual development chair.
- Serve on the Halifax-Yarmouth diocesan resolution committee, if the resolution content is related to Organization.
- Be a mentor to parish Organization chairs.
- Coordinate reports with other chairs to avoid duplication

h) Christian Family Life

- Provide the president and recording secretary with copies of oral reports and provide copies of communiqués for posting to the Halifax-Yarmouth Diocesan CWL website.
- Serve on the Halifax-Yarmouth diocesan resolution committee, if the resolution content is related to Christian Family Life.
- Be a mentor to parish Christian Family Life chairs.
- Coordinate reports with other chairs to avoid duplication

i) Community Life

- Provide the president and recording secretary with copies of oral reports and provide copies of communiqués for posting to the Halifax-Yarmouth Diocesan CWL website.
- Lay the wreath on November 11th at the Halifax Cenotaph or request the Diocesan president to delegate to another executive officer if this is not possible.
- Serve on the diocesan resolution committee, if the resolution content is related to Community Life.

- Be a mentor to parish Community Life chairs
- Coordinate reports with other chairs to avoid duplication

j) Education and Health

- Circulate criteria and application forms for scholarships and bursary according to guidelines to all councils well in advance of deadlines.
- Chair scholarship/bursary selection committee in collaboration with the president and one other executive member according to the bursary criteria.
- Review criteria for scholarships/bursaries on an annual basis to ensure changes to criteria are not needed.
- Organize the lottery for Marguerite Burns Fund. Appoint three councils (in rotation) to provide prizes for Marguerite Burns' lottery. Register and prepare proposed license to lottery commission.
- Inform the president if there is a recipient of the Alice Egan Hagen award to assist in convention planning. Extend invitation to Alice Egan Hagen Scholarship recipient to attend diocesan convention banquet. Present award at banquet together with the Diocesan president.
- Provide the president and recording secretary with copies of oral reports and provide copies of communiqués for posting to the Halifax-Yarmouth Diocesan CWL website.
- Serve on the diocesan resolution committee if the resolution content is related to Education and Health.
- Be a mentor to parish Education and Health Chairs
- Coordinate reports with other chairs to avoid duplication

k) Communications

- Advertise meetings and events through the Archdiocese of Halifax-Yarmouth communication service and other popular means of communication within the Halifax-Yarmouth Archdiocese.
- Forward email notices of events and general League communication to parish council presidents. Copy the email communication to the Diocesan president.
- Maintain a record of newspaper and other media items. Forward items pertinent to the Halifax-Yarmouth Diocesan Council to the Diocesan Past President for placement in the archives storage facility.
- Serve on the diocesan resolution committee if the resolution content is related to Communications.
- Provide the president and recording secretary with copies of oral reports and provide copies of communiqués for posting to the Halifax-Yarmouth CWL website.
- Be a mentor for parish Communications chairs.
- Coordinate reports with other chairs to avoid duplication

l) Legislation

- Remain current on publications such as those from the Nova Scotia Advisory Council on the Status of Women.
- Serve on the diocesan resolution committee, as required.
- Provide the president and recording secretary with copies of oral reports and provide copies of communiqués for posting to the Halifax-Yarmouth CWL website.
- Be aware of legislation from Federal and Provincial governments
- Be a mentor to parish Legislation chairs.
- Coordinate reports with other chairs to avoid duplication

j) Resolutions

- Chair the resolutions review process and committee. Copy and circulate the resolution to the parish council presidents, parish accredited delegates and the diocesan executive members at the President's meeting of the annual diocesan convention.
- Read the resolution at the Diocesan convention. This will take place after the report of the standing committee chair that the resolution relates to.
- If the resolution is adopted at the diocesan annual convention, make any required editing changes and forward it to the provincial resolutions chair no later than one week after the annual diocesan convention.
- Attend any Nova Scotia provincial pre-convention resolutions meeting as required. Attend the provincial convention as an accredited delegate and speak to the resolution when presented, if requested.
- Be a mentor for parish council resolutions chairs
- Provide the president and recording secretary with copies of oral reports and provide copies of communiqués for posting to the Halifax-Yarmouth CWL website.
- Coordinate reports with other chairs to avoid duplication

4. **Appointments:** supporting volunteer roles for the Halifax-Yarmouth Diocesan executive may be appointed by the president, in consultation with her executive officers. The role may be temporary to complete a specific task or longer term. Longer term appointments are more permanent in nature and are to be reviewed at the time of election of the new Diocesan council executive officers. Appointees may serve consecutive terms.

Halifax-Yarmouth Diocesan Council long term appointments are:

- a) **Website administrator:** In collaboration with the diocesan president and communications chairperson, the website administrator does the ongoing development, maintenance and posting for the Halifax-Yarmouth Diocesan Website. The website administrator will provide an annual update regarding the effectiveness of the website to the Diocesan executive prior to renewing website fees.

- b) **Basilica liaison:** In collaboration with the president, the basilica liaison coordinates Halifax-Yarmouth diocesan CWL support for functions at the basilica, as requested by the Archdiocese of Halifax-Yarmouth. An update of functions supported will be provided by the Basilica Liaison at the Diocesan general meeting.
- c) **Life Member liaison:** is appointed by the diocesan president in consultation with the diocesan executive officers.