

**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	3
SECTION TWO: GENERAL POLICIES	4
SECTION THREE: HALIFAX-YARMOUTH DIOCESAN MEETINGS	4
SECTION FOUR: SCHOLARSHIP/BURSARY/AWARDS.....	5
1. The Alice Egan Hagen Bursary.....	5
2. Marguerite Burns Memorial Education Fund Bursary:.....	5
SECTION FIVE: FINANCIAL.....	6
1. Per capita fees are.....	6
2. Committed Expenses:.....	6
3. Budget planning	6
4. Financial support for executive members and the Spiritual Advisor:	6
5. Miscellaneous expenses:	6
6. Halifax-Yarmouth Diocesan Convention/AMM Executive Officer Expenses:	7
7. Halifax-Yarmouth Diocesan Convention Expenses - Other.....	8
8. Halifax-Yarmouth Diocesan Convention Revenue:	8
SECTION SIX: SPECIAL CONSIDERATIONS AND COURTESIES	8
1. Executive contact lists:.....	8
2. Mass cards and prayers.....	9
3. Gifts and honorariums:.....	9
4. The Father Bernard Landry Plaque	9
SECTION SEVEN: ARCHIVES	9
SECTION EIGHT: NOMINATIONS AND ELECTIONS.....	9
SECTION NINE: HALIFAX-YARMOUTH PARISH COUNCIL RESOLUTIONS	10
SECTION TEN: HALIFAX-YARMOUTH ANNUAL DIOCESAN RETREAT	11
SECTION ELEVEN: ANNUAL DIOCESAN CONVENTION PLANNING	11
SECTION TWELVE: DIOCESAN EXECUTIVE OFFICER RESPONSIBILITIES.....	12
1. Annual reports and role communication:	12
2. Executive officer resources	12
3. Individual role responsibilities of Halifax-Yarmouth executive officers.....	12
4. Appointments:	16
a. Website administrator:	16
b. Basilica liaison.....	16
c. Honourary Life Member/Life Member liaison.....	16

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, vice president, 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. *The National Manual of Policy and Procedure* states 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. **Diocesan Annual Convention/Annual Meeting of Members (AMM)** 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/AMM.
2. **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. **Diocesan Executive (Executive Officers and Parish Council President) meetings:** will occur at a minimum of twice a year, one of which must be the pre-convention meeting (Presidents' meeting). A post-convention meeting 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 with members present as observers.
4. **Diocesan Officers meetings:** will meet at the discretion of the president. Conference calls and meetings held partially-virtual or electronically may be used at the discretion of the President to facilitate attendance for those officers living across the diocese.

SECTION FOUR: SCHOLARSHIP/BURSARY/AWARDS

1. **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 Service 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 consisting of at least three from the following: President, Past President, Spiritual Advisor, Treasurer, and Service 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/AMM Banquet or luncheon.

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 Service 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 Service Chair by November 15. The contact information for the chairperson can be obtained from parish CWL council presidents.

SECTION FIVE: FINANCIAL

1. **Per capita fees** are broken down as follows:

National Council	\$25.00
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:**

- a. The Diocesan Council Liability Insurance is paid in January through the provincial council
- b. The annual invoice for the council website is submitted by the website administrator.

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 council budget planning
- b. Funds from the registration fee for a Diocesan Annual Convention/AMM 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:** 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), 1/2 of the total cost of the room will be covered. If an executive officer requires a single room for health reasons, 1/2 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:** 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 Convention/AMM Executive Officer Expenses:

- 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/AMM registration fees, meals (including the banquet), travel and accommodation reimbursed.
 - ii. Financial support for executive officer 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 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 Vice President. If the Vice President 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 Halifax-Yarmouth Diocesan Council Vice President shall attend the Nova Scotia Provincial Convention as an accredited delegate 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 resolution subcommittee chairperson (or designate) should attend as the second accredited delegate.
 - If the Vice President 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.

 - iv. **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 Vice President** 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 Vice President and Spiritual Advisor will be brought forward for a vote of support at the annual Halifax-Yarmouth Convention/AMM 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/AMM 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. 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
 - vi. A Halifax-Yarmouth Bellelle Guerin recipient
- 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 must be adopted by the Halifax-Yarmouth Council executive officers.
 - 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 convention/AMM . 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 members by November of the year proceeding the diocesan election year.
 - The nomination committee chair may be the diocesan past president, another diocesan executive officer not running for office or a 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 are eligible for nomination for election to the Diocesan executive.
 - If possible, one committee member should be a Halifax-Yarmouth Honourary Life/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 Manual of Policy and Procedure*.
 3. The Nomination committee chair will lead the Diocesan election process which will take place in accordance with the *National Manual of Policy and Procedure* and the *League Constitution and Bylaws*.

SECTION NINE: HALIFAX-YARMOUTH PARISH COUNCIL RESOLUTIONS

1. Proposed resolutions from parish councils must be forwarded to Diocesan standing committee chairperson for Social Justice by February 1st of the year of the convention/AMM the resolution is to be presented at.
 - a. Resolutions submitted after this date may be accepted with approval by the Diocesan Resolutions subcommittee chairperson 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/AMM.
 - b. 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 AMM floor.
 - c. The diocesan resolutions subcommittee will consist of 1-2 knowledgeable members from 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 partially virtual and electronically.
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.

NOTE: The National Resolutions Handbook #618 and Resolutions Guide #620 are found under Resources. Several years of experience in resolutions and legislation have gone into developing this resource. The workshop aims to guide the development, adoption and review of a resolution with easy-to- follow explanations, examples and directions.

SECTION TEN: HALIFAX-YARMOUTH ANNUAL DIOCESAN RETREAT

1. The Halifax-Yarmouth Diocesan Faith 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.
 - b. The speaker for the retreat will be given an honorarium of \$150.00.
 - c. 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.
 - d. All monies received from the retreat registration will be returned to the Diocesan treasurer who will pay the outstanding costs.
 - e. 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.
 - f. 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.
 - g. 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, vice president, faith 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.
4. **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 Vice President 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:
 - i. an itemized list of resource material being turned over
 - ii. documents (electronic or paper) that can be used by her successor.
 - iii. 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 Manual of 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 is current.
3. **Individual role responsibilities of Halifax-Yarmouth executive officers:** 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* and the *National Manual of Policy and Procedure*.
 - a. **President:** In addition to the role responsibilities outlined in the National Manual of Policy and Procedure and the national President Handbook:
 - 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 vice president 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/AMM
 - Attend all Nova Scotia provincial council executive meetings.
 - Provide the secretary with copies of oral reports and provide copies of communiqués for posting to the website.
- b. **Vice-President:** In addition to the role responsibilities outlined in the *National Manual of Policy and Procedure* and the national *Handbook for Vice Presidents*.
- 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 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 Faith chair, arrange for the compilation of annual report book. Printing may be done by the Vice President or the Faith chairperson
 - Serve on the Halifax-Yarmouth diocesan resolution subcommittee
 - Be a mentor to parish Vice Presidents.
 - Coordinate reports with other chairs to avoid duplication
 - Perform the duties of the president in her absence or inability to serve
 - Recruit members and maintain membership
 - In consultation with the President, any of the above responsibilities may be delegated to another executive officer or member. In the absence of a Vice President, the council secretary will assume the responsibilities of the Vice President per League recommendations.
- c. **Secretary:** In addition to the role responsibilities outlined in the *National Manual of Policy and Procedure* and the national *Handbook for Secretaries*:
- 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.

- 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.
- 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.
- In addition to regular duties, assist in the distribution of materials as requested by other members of the executive.

d. **Treasurer:** In addition to the role responsibilities outlined in the National Manual of Policy and Procedure and the national Guidelines for Treasurers:

- Establish and maintain the Halifax-Yarmouth Diocesan bank accounts and investments.
- Facilitate signing authority with the president and 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 secretary with updated copies of the financial report and budget.
- Provide current financial details at all executive meetings and as needed.

e. **Past President:** In addition to the role responsibilities outlined in the *National Manual of Policy and Procedure* and the national *Handbook for Past Presidents*.

- Compile and maintain archives including photo collections.
- Keep current on changes to the National Policy and Procedure manual and bring up dates 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 a 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 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. **Chairpersons: Faith, Service, Social Justice:** In addition to the role responsibilities outlined in the National Manual of Policy and Procedure and the national Handbook for Chairpersons of

Faith, Service and Social Justice, the standing committee chairpersons fulfill the following role responsibilities. In consultation with the President, role responsibilities may be delegated to other executive officers or members. Chairpersons are encouraged to engage the participation of other members in the work of the standing committee.

i. **Faith**

- 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 secretary with copies of oral reports and provide copies of communiqués for posting to the Halifax-Yarmouth Diocesan CWL website.
- Mentor parish faith chairs, distribute scriptural, liturgical and resource prayer material.
- Serve on the diocesan resolution subcommittee, if the resolution content is related to Faith.
- Coordinate reports with other chairs to avoid duplication

ii. **Service**

- Serve on the Halifax-Yarmouth diocesan resolution subcommittee if the resolution content is related to Service.
- Be a mentor to parish Service chairs.
- Lay the wreath on November 11th **at the Halifax Cenotaph** or request the Diocesan president to designate another executive officer if this is not possible.
- Circulate criteria and application forms for scholarships and bursaries 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 the 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 a banquet together with the Diocesan president.

iii. **Social Justice**

- Encourage participation in activities that uphold the life and dignity of the human person.
- Advocate for the complete inclusion in society and the church of the poor, vulnerable and marginalized.
- Advocate for the development of support services in the community.
- Promote stewardship for God's creation.
- Initiate/participate in letter-writing campaigns to politicians on adopted League resolutions. .

- Advocate for the dignity of work and the rights of workers.
- Recognize and uphold the principle that with rights come responsibilities.
- Educate members about relevant social justice issues through guest speaker presentations.
- Study and implement the action plans of related adopted resolutions.
- Consider initiating a resolution on a topic of interest to the council
- Monitor legislation of social justice topics at various levels to keep abreast of ongoing changes in legislation.
- Ensure members are aware of special celebrations and days of commemoration.
- Ensure members are informed of League position papers, resolutions, briefs, petitions and letter writing/ postcard campaigns at other levels of the League.

- Encourages members to participate in or develop briefs, petitions and letter-writing/ postcard campaigns

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 the diocesan secretary, 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 St. Mary's 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. **Honourary Life Member/Life Member liaison:** the provincial honorary life member/life member liaison for the Nova Scotia Provincial Council will also be the liaison for Halifax-Yarmouth Diocesan Council. This was passed in 2022 at the provincial council meeting with the Diocesan and Provincial Presidents agreeing.

