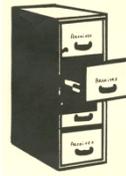


The Catholic Women's League of Canada
Manitoba Provincial Council

Past President

February 29, 2020



Communiqué #3

Care For Our Common Home

TO: Diocesan Presidents (for information and forwarding to Parish Councils)
Diocesan Past President
CC: Provincial Executive (for information)
CC: National Past President (for information)

FROM: Rolande Chernichan, Provincial Past President
ATT: Appendix 5: Archives Guidelines for League History, Inventory of Archives (St. Boniface)

This year marks the 100th anniversary of The Catholic Women's League of Canada. How exciting! A century ago, Catholic women took a leap of faith in organizing to serve God and Canada through The Catholic Women's League of Canada. One hundred years later, through its strategic planning process, the League has embarked on renewal, reorganization, and rebranding of our beloved organization. Through our core values of faith, service and social justice, we are being guided by our Mission Statement that calls us to "grow in faith, and to witness to the love God through ministry and service". As past president, you have the benefit of League experience through the leadership positions you have served. Have you responded to the call to be involved in the strategic planning process and implementation? Is there a leap of faith being asked of you to help carry the League into its next century?

Milestone anniversaries are occasions to recall and celebrate the past and to plan for the future. Past presidents are responsible for the archives and history of the council they serve. Without regular archiving, a council's history is lost.

In 2019 Manitoba Provincial Council celebrated its 70th anniversary. The occasion was the motivation to ensure that our archives were current and that our history was updated. Have you read about Manitoba Provincial Council's history on our website <https://cwlmanitoba.ca/>? The 'About Us' link on our home page will bring you to an account of our history compiled by past presidents and dedicated members in marking the 50th, 60th and 70th anniversaries of Manitoba Provincial Council.

Diocesan and parish councils also celebrate anniversaries. They are occasions to showcase archives, photo albums, and scrapbooks. In recent years Keewatin-The Pas and St. Boniface Diocesan Council celebrated milestone anniversaries. Next year Winnipeg Diocesan Council will be celebrating its 100th anniversary. How awesome! Has your council written its history and kept it current? How well are your archives being maintained? Do you have a list of what is archived? Are your archives readily accessible and are they stored in a safe place?

Sometimes archives have been neglected to the point where the task becomes overwhelming. Is that the situation in your council? Might the solution be as simple as to make it council policy for each past president to be responsible to archive all minutes, annual reports and other important documents as well as key photos pertaining to her term as president? Previous past presidents could be called upon to organize the files

pertaining to their term (as president) if those files are not yet organized for archives. I believe this approach would make the task less onerous. I believe each president should be proud to prepare a folder in archives that captures her term! The task can be easily accomplished while she serves out her term as past president.

The League provides past presidents with two comprehensive documents to guide them in their role as archivists and historians. One is titled: "Archives Guidelines for League History" that can be found on the national website <https://www.cwl.ca/wp-content/uploads/2017/12/601-Archives-Guidelines-for-League-History-2007.pdf> A more current document by the same name is *Appendix 5* found in the *National Manual of Policy and Procedure* which I have attached to this communique. Please print it off and include it as a resource in your binder for easy referencing.

Do you know where your council charter is? The League assigns the council's secretary with knowing where the council's charter can be found. Many councils have their charter framed and on display in their church foyer or parish centre. What if your council charter were to be lost through theft, vandalism or fire? National office does not have a copy of your original charter on file. They could issue a duplicate charter, but it would not be a copy of your historical one. As past president for your council, I encourage you to have a couple of colour copies made of your original charter done professionally at a copy centre. I recommend that you copy both sides, as typically the charter members of the council have signed the reverse of the charter. I recommend that you store a copy of the charter in a sheet protector in archives, and one in your past president's binder. You might want to have a third copy on file with the secretary, especially if your charter is on display in a public building.

One of the most important aspects of archiving is to maintain an inventory of archived materials. The League directs that the inventory list should be updated and reviewed every two years. The League recommends that three copies of the inventory should be made; one copy should be filed with the archival files, one copy kept with the past president's archival file, and another copy provided to the president and noted in the minutes. Before the end of your term as past president, please ensure you have reviewed and updated the inventory of archived materials and that you have submitted the inventory list at an executive meeting so that it is noted in the minutes.

Each council can develop its own table to chart the inventory of its archives. At a minimum, your inventory table should be able to verify at-a-glance that signed minutes of all executive meetings are archived, along with annual reports, the election minutes and the executive list for each president's term. Additionally, diocesan and provincial councils should include in their chart of inventory their annual convention minutes, election minutes, annual report booklets, minutes of special meetings, etc. As an example, I have attached the inventory of archives table for St. Boniface Diocesan Council that was developed when I served as its past president. If your council does not yet have a table to chart its inventory of archives, now is a perfect time to start! If your archives have been neglected, work your way backwards to chart the most basic historical documents so as to assess how complete your archives are.

Past presidents are often called upon to serve as the chairperson of the Nominations and Elections Committee. I take this opportunity to remind both parish and diocesan past presidents that our provincial website has well documented election procedures, complete with templates of documents that you can easily edit in fulfilling your responsibilities on the committee. There is even an elections minute template ready to use! Please don't hesitate to contact me if you need assistance in understanding the nominations and elections process, and especially your role in chairing the elections.

I close in reminding you to diligently develop policies or procedures for your council as the need arises. This will ensure that the biannual review of your council's manual of policy and procedure will be less time consuming. I am available to help in developing a policy manual if your council does not have one.

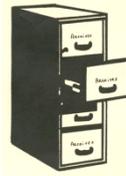
Blessings for a holy and fulfilling Lenten journey and a joyous Easter!

Rolande Chernichan

The Catholic Women's League of Canada
Manitoba Provincial Council

Past President

October 31, 2019



Communiqué #2

Care For Our Common Home

TO: Diocesan Presidents (for information and forwarding to Parish Councils)
Diocesan Past President
CC: Provincial Executive (for information)
CC: National Past President (for information)
FROM: Rolande Chernichan, Provincial Past President
ATT:

As winter approaches and this calendar year draws to a close, some council executives are busy wrapping up their terms and setting their sights on conducting elections for a new executive. For parish past presidents, this means that your term on your council's executive has run its course. How do you feel about your time served on the executive? Did you give it your best? Are there regrets that you did not accomplish everything you had hoped you could? Will you miss the executive meetings and being part of the leadership? For diocesan past presidents, you have a few months left till annual convention and elections. The same questions would apply to assess your term and your contributions to your council.

If you are in your last chapter as past president, you are reminded to ensure that your binder has been purged of unnecessary documents and that you provide your successor with a well-organized binder that ensures a transition with all necessary information at her fingertips.

Is there life after serving as past president? Of course there is! For all past presidents, you are eligible to serve at the next level of the League and to let your name stand for election. Depending on the election cycle, some of you have worn two hats either by serving as parish past president while also serving as a diocesan officer, or as diocesan past president and also as a provincial officer. For some past presidents, the end of a term and a break from being on the executive is a welcome reprieve. If you are nearing the end of your past president term, have you started thinking about your next steps in the League?

Do you know of any parish or diocesan past presidents who have not yet served at the next level of the League? What has prevented them from doing so despite having been eligible for three elections following their last term served? Past presidents should be aware of other past presidents who have been away from the executive table for a few years. I urge you to seek them out in order to affirm, encourage and mentor them to renewed leadership on the executive of the next League level to be served.

We are on a countdown to the deadline date of December 1st to submit proposed revisions to the *National Manual of Policy and Procedure*. You are encouraged to use form #551 that can be downloaded off the national website under "Resources: 500 Series: Forms".

You are gently reminded to be vigilant in identifying policies or procedures of your council's manual that need to be deleted or revised or if there is need to develop wording of new policies or procedure that should

be implemented. Involve members to contribute ideas. Good practise is to involve the past president, current president, and president elect on the committee tasked with the biannual review of the council's manual of policy and procedure before it is brought to the membership (for parish councils) or the executive (for diocesan and provincial councils) for approval. Don't hesitate to contact me if you have questions or if you need help to develop a council manual.

It has been my experience that archiving is often neglected. Is it because many past presidents wear more than one hat, serving at the next level of the League while serving out their term as past president? Whatever the reason, try not to leave the task of archiving only when celebrating the milestone anniversaries of your council. Seek committee members who have clerical and scrapbooking skills to assist with the ongoing task of preserving the history of your council so that through photo albums, scrapbooks, and binders of minutes, annual reports and executive lists your council can proudly display past achievements when having recruitment drives or celebrating special CWL events.

I encourage you to remain current of the implementation of the League's strategic plan and to be the part of the positive energy as the League's strategies are being rolled out. We are part of the living stones of the foundation that was begun almost 100 years ago!

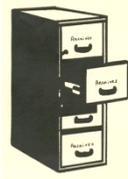
Blessings,

Rolande Chernichan
Past President

The Catholic Women's League of Canada
Manitoba Provincial Council

Past President

August 30, 2019



Communiqué #1

Care For Our Common Home

TO: Diocesan Presidents (for information and forwarding to Parish Councils)
Diocesan Past President
CC: Provincial Executive (for information)
CC: National Past President (for information)
FROM: Rolande Chernichan, Provincial Past President
ATT:

Greetings new and returning past presidents! The cooler weather and fields of golden crops are a reminder that autumn is around the corner and that once again, we resume our League activities where we left off before summer break. Some of you are new at this role. Welcome! I am new too! The quickest way to introduce myself is to direct you to a brief summary of my League service that can be found by clicking on my photo on our provincial website www.cwlmanitoba.ca. I can be reached by using the “contact us” feature of our provincial website.

Our role as past president is both consultative and advisory. We transition from a leadership role to a mentorship role, being mindful that we serve the president and the executive in a consultative capacity and to advise when called upon. Our role is to be supportive of the president and her vision for her term by being engaged and accommodating, by attending meetings as well as spiritual and social events (workshops, conventions, etc.), and by being affirming and encouraging. Past presidents may be called upon by the president to assist in preparing agendas or to chair meetings, to facilitate leadership training or workshops, to do research, to organize events, to assist with correspondence, or to promote or represent the council, etc. Our collaboration and dedication are essential and valuable.

Past presidents can expect to be called upon to guide a decision by drawing on your past experience. We can expect to provide direction to the council or its executive based on the League's *Constitution & Bylaws* (C&B) or the *National Manual of Policy and Procedure*. League resources that a past presidents should have on hand include:

- Constitution & Bylaws (2013)
- National Manual of Policy and Procedure (2019)
- Handbook for Past Presidents (2004)
- Executive Handbook (2014)
- Your council's manual of policy and procedure

I recommend that you download these files to your computer in order to be able to do quick searches for information within the document using the “Find” feature (open the document, select ‘Control + F’, type in key word(s) and search for it by scrolling through the document by selecting ‘previous’ or ‘next’ options).

The ongoing monitoring and review of the *National Manual of Policy and Procedure* is the responsibility of past presidents at every level of the League. The manual directs that the past president is responsible to “Engage members in the revisions process by inviting them to forward to national office proposed revisions to the *National Manual of Policy and Procedure* by December 1st of each year.” I encourage you to be part of the review process and to invite a couple of members to assist you. Please submit your proposed revisions using form #551 found under Resources: 500 Series: Forms <https://www.cwl.ca/wp-content/uploads/2017/12/551-National-Manual-of-Policy-and-Procedure-Revisions-Form-2014.pdf> I would appreciate being copied with the proposed revisions that you submit **by the deadline date of December. 1st**

The past president is also responsible “for **reviewing biannually the council’s manual of policy and procedure** for any needed additions, deletions and corrections; all changes must be brought to the membership (for parish councils) or the executive (for diocesan and provincial councils) for approval before amending the manual.” Your council’s manual should show the date of its last review to ensure it is reviewed and updated at least every two years. A council’s policy and procedure manual must be consistent with the *Constitution & Bylaws* of the League. Councils are encouraged to consult the national website to ascertain if their policy manual encompasses the many suggestions outlined in document #812 found under Resources: 800 Series: Workshops <https://www.cwl.ca/wp-content/uploads/2017/12/812-How-to-Prepare-a-Parish-Council-Manual-of-Policy-and-Procedure-2002.pdf> I am available to assist a council to develop its own policy and procedure manual or to answer any questions you may have.

Past presidents are also responsible to **promote the knowledge and use of the *Constitution & Bylaws***. This can be achieved through quick quizzes or other creative ways at parish council general meetings. Did you know that members may propose amendments to the C&B? As the League’s Strategic Plan is implemented, we can expect several revisions to the *Constitution & Bylaws*. Until proposed revisions to C&B have been adopted through the instructed vote process by various levels of the League, the C&B in its current wording, remains our guide for the administration of the League. Members are encouraged to submit revisions to the C&B using document #550 found under Resources: 500 Series: Forms <https://www.cwl.ca/wp-content/uploads/2017/12/550-Constitution-Bylaws-Amendment-Form-2009.pdf> The deadline date for C&B revisions is August 31st.

Another task entrusted to the past president is to “**be responsible for the archives and history of the council**” and “**to preserve the council history through scrapbooks, photograph albums and minutes**”. Do you know where your council’s charter is and where your council’s archives are stored? Are your council archives current or have they been neglected? Has an archival index been developed for easy referencing so that you know what documents and materials are in storage? What items would be part of that archival index? Archiving is important and the assistance of one or more members is advisable. Past presidents are encouraged to consult the national website for guidelines for archiving, in particular document #601 under Resources: 600 Series: Manuals <https://www.cwl.ca/wp-content/uploads/2017/12/601-Archives-Guidelines-for-League-History-2007.pdf> as well as document #611 The Handbook for Past Presidents <https://www.cwl.ca/wp-content/uploads/2017/12/611-Handbook-for-Past-Presidents-2004.pdf>

Past presidents are being called upon to assist in the implementation of the envisioned future of the League as its strategic plan is rolled out through to 2023. National past president, Margaret Ann Jacobs, stated in her oral report at this year’s national convention in Calgary: “All decisions for the council should be made in consultation, with transparency and well documented.” ... As the national executive/board continues to plan strategically, there will be many changes required for both the C&B and the P&P. The rules for submitting revisions are outlined in the P&P. I encourage you to make submissions you feel are conducive to greater clarity and easier conduct of business.” Please use the links above to submit your proposed revisions to the *Constitution & Bylaws* as well as to the *National Manual of Policy and Procedure*.

In closing, I offer you my help in any way I can. As we serve our councils, let us be guided by Margaret Ann’s advice: “... members are called to grow in faith, and to witness to the love of God through ministry and service. Every action should reflect this mission statement!”

Blessings,

Rolande Chernichan, Past President